



Job Title: Videographer Assistant
Hours per week: 10-12
Number of positions: 1
Length of Employment: January 17 – May 12, 2023
(Academic progress must be met every semester to continue)
Pay rate: \$11.50 /hr
Supervisor: Frosley Fowler
Contact: ffowler@iaia.edu
Department Name & Code: Online Learning (OL) – 184
Location: IAIA Campus
Classification: Institutional
Employer Name/Address: 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

**This position is highly recommended for third or fourth-year CINE majors.*

Student worker assists IAIA videographer with a variety of tasks related to video shoots, video editing, equipment reservations and setup, and other logistical activities.

Job Description/Responsibilities/Abilities:

Technical Skills and Tasks

- Excellent theoretical knowledge of filming and capturing footage.
- Experience operating relevant equipment (cameras, gimbals etc.)
- Physical strength to carry heavy equipment and stamina.
- Select, assemble, and position equipment (cameras, stands, software etc.)
- Capture quality footage from a fixed or moving position.
- Resolve technical or practical issues.
- Edit footage as needed (using Adobe Premiere Pro).
- Transfer footage from memory cards/ SSD to external hard drives, and general organizing of footage and audio files.

General Qualifications:

- 3rd or 4th year CINE Major
- Be on time to shifts, or give timely notification if you must miss a shift
- Excellent color vision and hearing.
- Excellent communication skills.
- Attention to detail.
- Ability to think and act quickly (ex: when capturing live events)
- Ability to work proactively and cooperatively with Staff, Faculty, and Students



Background Check: Students who reside off-campus are required to have a Background Check done. The fee for this process is paid for by the hiring department.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14). See: iaia.edu/student-success-center/student-employment/