

Maine EPSCoR Student Media Assistant Job Descriptions

Video Assistant

General Description:

Under minimal supervision, provide media support for the University of Maine EPSCoR Office. Tasks are normally accomplished within well-defined procedures, but with independent creativity and judgment required, and frequent non-routine responsibilities.

Specific Job Duties:

- Create high-quality videos of Maine EPSCoR research and education projects, events, and activities. Includes interviewing, filming, audio, lighting, editing (Final Cut Pro/Premiere), etc.
- Photograph Maine EPSCoR research and education projects, events, and activities.
- Maintain and manage media content files (photo, film, graphics, PowerPoint, etc.)
- Maintain and manage Maine EPSCoR production equipment.
- Provide media content as applicable for the Maine EPSCoR website and social networking sites.
- Assist as needed in the development of other communication materials such as brochures, posters, other printed materials, PowerPoint presentations, etc.
- Assist with media, communication, and presentation needs for conferences, workshops, activities, events, etc.
- Other reasonable duties as needed.

Qualifications:

Ability, knowledge, and experience levels to be able to effectively perform high-quality media production tasks in a professional setting. Specific experience required with professional HD video cameras and digital photography cameras, accompanying audio & lighting, and editing in Final Cut Pro/Premiere. The position also requires excellent written and verbal communication skills, a demonstrated high level of creative ability, dependability, and independent judgment and initiative. (Undergraduate or graduate student position.)