

NeighborLink Fort Wayne Foundation, Inc.

Videography Apprenticeship Job Summary

NeighborLink has a vision to see the local churches of Fort Wayne, local businesses, civic groups, and concerned neighbors to join together and serve our City's vulnerable homeowners, who are also our neighbors. Thousands of people facing life's circumstances are struggling with home maintenance and repairs who cannot physically or financially perform those tasks.

The right candidate will be passionate about creating and telling stories through video content to include but not limited to: testimonials, narratives, tutorials, how-to's and any other video efforts that can help bring NeighborLink's (NL) mission and vision to life. This candidate will have a heart for their city and the people in it, be familiar with or proficient in all aspects of video production, and be driven to grow in new areas of their profession.

NeighborLink has received a SEED grant, allowing us to launch a 1 year apprenticeship program to give an emerging videographer an opportunity to be part of our Storytelling team. This team will produce 150+ videos in 12-months. Along with building a solid portfolio, this candidate will get to work along side professionals in the field of communications, marketing and video production.

RESPONSIBLE TO:

Director of Marketing and Communications & Executive Director

GENERAL DUTIES AND RESPONSIBILITIES:

Videography - Shooting, Editing, & Production

Work alongside the Director of Marketing & Communications to help manage all aspects of a video shoot and to create as many videos as you can in a year that tell the stories of volunteers, completed projects, promotional campaigns, how-to videos, training videos, etc. You'll need to be proficient in using DSLRs for filming, audio gear, current video editing software, export codecs, and knowledge on how to solve technical problems quickly and easily. Knowledge of video motion graphics is a plus.

Volunteer Client and NeighborLink Team Interaction

You'll be conducting a lot of interviews that will require you to be comfortable and professional while communicating with clients, volunteers, business partners, etc. to help set up and conduct video shoots. Be self motivated and able to manage your production schedule and workload independently.

Production Setup & Assistance

Part of this program will include providing production assistance to Punch Films. You'll join them as needed during their high-level video shoots and will need to be professional, listen and take direction, ask good questions, and learn quickly.

Content Distribution Planning & File Management

Know how (or figure out how to) properly export video content to maximize viewer experience on platforms to include, but not limited to: YouTube, Vimeo, Facebook and/or Instagram. Ability to stay highly-organized, detail-oriented is essential. In collaboration with the Executive Director, help build an easy-to-navigate, consistent file management structure and file naming system that the entire NeighborLink team can access and understand.

GENERAL DETAILS:

Full-time position (40 hours)

Start date: ASAP

Duration: 1-Year Apprenticeship Commitment

Salary: \$25,000 + Professional Development



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MUST HAVES:

Must be aligned with the goals and mission of NeighborLink to foster neighborhood development through neighbor-to-neighbor acts of kindness and service.

Ability to operate, maintain, troubleshoot, and perform repairs to audio and video equipment.

Ability to effectively manage time and schedules.

Ability to configure, operate and maintain studio and/or field audio, lighting and associated production equipment.

Knowledge of professional audio and/or video editing and post-production procedures, techniques, and standards.

SKILLS:

You Understand Story

You'll be tasked with showing up to a project where you'll meet volunteers, recipients, or neighbors for the first time. Being able to meet people, ask good questions, and find the unique aspects of the story will be vital to create engaging work. Understanding the goal of the project in the context of the bigger picture is important.

You're Reliable, Flexible & Able to Work Independently

If you say you're going to do something, you mean it. You meet deadlines, return phone calls, emails, and never miss a meeting you didn't communicate about. Since you'll be working with volunteer or be looking for the best shot, the need to be available some evenings and weekends will be necessary.

Your Self-Motivated & Driven to Succeed

This position requires a self-motivated and driven individual that loves to meet goals. This is a fast-paced position with an ambitious goal of creating and producing over 150 pieces of digital video content in 12 months. You'll need to work efficiently and have a desire to be as busy as you can be.

You Are People Curious

You are curious about the stories of individuals and energized by human interaction. You can show up to a place you've never been and feel comfortable engaging and talking to people about a wide variety of topics. The successful candidate will be tasked with showing up in places like this with a camera or audio recorder and be able to quickly engage, connect, and invite people to share.

IF THIS IS YOU.....

Please email your resume & video REEL to andrew@NLFW.org by October 1st.

For more information on NeighborLink Fort Wayne, visit, www.NLFW.org



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