



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Videographer/Drone Pilot
DEPARTMENT.....: Finance
DIVISION.....: Information Technology
CLASSIFICATION/GRADE.....: Videographer/108
REVISED.....: 01/2019
REPORTS TO.....: Network Administrator
REVIEWED.....: 01/2019
WAGES.....: Non-Exempt (Hourly)

SUMMARY:

The primary work performed will consist of producing, filming, and editing video content to be utilized on many forms of media, including but not limited to Terrebonne Parish Television and Social Media. Also, the operation of a sUAS (drones) to capture videos of projects by TPCG and other agencies for the purpose of documentation and public relations.

BASIC FUNCTIONS:

1. Plan, produce, filming, and editing videos projects that highlight Terrebonne Parish Government and its ongoing projects.
2. Scheduling and attending (leading) meetings to plan video production projects with various departments and agencies.
3. Working with a team to write a script for educational videos for TPCG Staff and the public.
4. Capture aerial video and photos of various projects through-out Terrebonne Parish, including but not limited to streets, swamps, and marsh land.
5. Creating images for upcoming events and announcements.
6. Perform all other responsibilities deemed necessary by Network Administrator.

OTHER REQUIREMENTS:

1. Must be a strong team player with the willingness to help others.
2. Ability to work well with the general public, computer users, and sales representatives.
3. Be able to physically move and setup video recording equipment.
4. Must be able to perform task without direct supervision.
5. Possess a valid Louisiana Driver's License.

EDUCATION/EXPERIENCE:

1. An Associate's degree in Mass Commutations/broadcast from an accredited college or university. Consideration will be given to equivalent experience and/or related courses from a business college of school.
2. Must be able to maintain a Remote Pilot Certificate (Part 107) issued by the FAA.
3. At least three-year experience with operating and filming with professional video/audio equipment.
4. Excellent in both PC and Apple environments.
5. Experience in Apple Final Cut Pro, Apple Motion, Adobe Premier, and other Abode Creative Cloud software are a plus.
6. Social Media experience is a plus