ANNOUNCEMENT OF POSITION VACANCY
Videographer & Media Asset Coordinator

SUMMARY: Reporting to the Executive Director of Marketing, the Videographer & Media Asset Coordinator serves as an integral part of Colorado Mesa University’s in-house marketing communications team by performing the following duties personally or through collaboration with other department supervisors or employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties as assigned.

- Advances and assists University marketing projects that use video and other multimedia assets. Produces, directs, serve as videographer and edits video content for promotional videos for University departments, programs and events to be used in broadcast and online.
- Prepares video content for use at CMU and by external media, including research stories, campus B-roll, interviews, speakers and major events.
- Assists in coordinating special events requiring videography in cooperation with other University staff.
- Stays current with the latest trends in video production, and evaluates technical equipment needs and assists others at CMU who seek guidance on video projects.
- Assists with production of television and web commercials produced for CMU by third-party vendors.
- Shoots still photography and coordinates photo sessions.
- In collaboration with various departments (e.g. athletics, academic affairs) and agencies (e.g. Rocky Mountain PBS, City of Grand Junction), assists in production and distribution of video programming.
- Works closely with Marketing and Information Technology staffs to research and implement new technologies related to the management of video assets.
- Provides technical assistance, training and advice to academic and administrative departments in the development of department-specific videos.
- Assures that all video assets deployed to the CMU website are ADA compliant.
- Leads and/or participates in various councils/meetings as assigned.
- Assists with the development and implementation of video production policies, guidelines and procedures.
- May supervise student staff.

EDUCATION and/or EXPERIENCE

Required:
- Bachelor’s degree in mass communications or related field from an accredited college or university.
- Two or more year’s proven experience in covering all facets of video production including photography, lighting, sound, and editing. Must be able to produce broadcast-quality assets without assistance and adapt material for online use.
- Demonstrated experience with Final Cut and Premiere Pro editing software.
- Willingness to travel, work weekends, evenings and over extended period of time based on project demands.
- A valid driver’s license or reliable mode of transportation when a shoot is not located on campus (For example, WCCC or off-campus events).

Preferred:
- Ability to schedule and train students in media production skills.
- Experience working in higher education or another large, complex organization preferred.

TYPE OF APPOINTMENT: Full-time administrative appointment.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.
APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by May 10, 2016.

APPLICATION:
Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:
Videographer & Media Asset Coordinator
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Alternatively, electronic applications are accepted at CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. **Electronic application materials must be submitted as attachments in .pdf format or as Word documents** (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send material as attachments.

*Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.*

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