

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Video Content Technician
<b>DEPARTMENT</b>	Communications & Public Relations
<b>SUPERVISOR</b>	Manager, Communications

### **POSITION SUMMARY**

The Video Content Technician role supports the TVDSB strategic communications plan by capturing, editing, organizing, and publishing all forms of visual media to tell the stories of Thames Valley with a goal to build brand awareness and reputation while increasing student, family, and community engagement.

### **DUTIES AND RESPONSIBILITIES:**

- Leads videography production for the Thames Valley District School Board.
- Produces, edits, and publishes internal and external photo and video media on websites and social media platforms.
- Collaborates with Board staff in the determination of goals and objectives for projects.
- Coordinates and prioritizes multiple projects, often of an urgent nature, in accordance with overall Department goals and objectives.
- Interviews individuals and attends meetings and events to obtain content.
- Proactively identifies, researches, produces and reports out the stories of students, staff, and the Thames Valley community.
- Co-leads trainings for Board staff on social media, photography, and videography.
- Remains current with industry standards and trends, including accessibility requirements, subtitles, and translations.
- Operates, maintains, and sets up all video, audio, and lighting equipment.
- Performs other duties as assigned.

### **EDUCATION**

Three year diploma in Graphic Design, Interactive Media Design, or equivalent.

### **EXPERIENCE**

A minimum of one (1) year of experience in videography.