

Stafford Municipal/Educational Television is a non-commercial cable television station airing on Comcast Cable channel 16 in the city of Stafford, Texas and streaming on the web from the City of Stafford website. Our programming consists of coverage of city meetings, a weekly news program, and a number of live and live-to-tape special events throughout the year.

We are currently seeking a part-time (19.5 hr/week) media videographer. The primary responsibility of this position is the creation of a 4-5 minute feature news package each week. The candidate must be able to work independently, with minimal supervision, on all aspects of story creation, including videography, writing, and editing. Final Cut Pro experience preferred. Reliable personal transportation **required**. The position has the potential for on-air talent experience. In addition to news production, this position serves in a number of capacities in studio and remote productions, so the candidate must be able to work flexibly as a member of a crew.

This position provides a unique opportunity for professionals in the early stages of their careers to refine a broad base of skills while developing a creative voice and viewpoint. The flexible hours are also ideal for professionals with freelance interests, or who are seeking a greater work-life balance.

Interested candidates should forward their resume and reel (or links to work available online) to Don Wells, Production Manager, at [don.wells@hccs.edu](mailto:don.wells@hccs.edu), or Stacey Hawkins, Media Producer, at [stacey.hawkins@hccs.edu](mailto:stacey.hawkins@hccs.edu). Our mailing address is 10141 Cash Road, Suite E125, Stafford, Texas, 77477.

**HOUSTON COMMUNITY COLLEGE SYSTEM  
JOB DESCRIPTION**

**Job Title:** Media Videographer  
**Department/College:**  
**Reports To:**  
**Job Grade:** Part-Time  
**Hourly Rate:** \$12.15

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_  
(HR Compensation)

**SUMMARY**

Assist in the planning, scheduling, coordination, and daily operation of the production department or unit.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Aid in the creation of local, network, or independent television production in a variety of ways to help achieve a smooth, polished, and professional program.

Assist the Floor Manager, Unit Manager, Producer, or Director in the scheduling, coordinating, and set-up of TV programming, including news, documentaries, talk shows, and entertainment specials.

Assist in the planning, scheduling, coordination, and daily operation of the production department or unit.

Mentor students, interns, and part-time employees.

Prepare and distribute daily shooting schedules.

Notify the crew of all script changes and production arrangements.

Record all production shot sheets, detailing the timing of various program segments.

Assist in the setting up, lighting, and eventual striking (dismantling) of the set.

Assist in the research, development, coordination, and finalization of program scripts.

Collect materials and supplies upon completion of a production, including visual materials, photos, personnel worksheets, on-air talent releases, etc.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below are representative of the education, experience, knowledge, skills, and/or abilities required.

## **EDUCATION**

High school diploma or GED equivalent required.

## **EXPERIENCE**

Two (2) years theater, photography, or film experience preferred.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Must be familiar with camera operation, audio production, linear and non-linear editing, and studio and field lighting

Must be familiar with computer graphic systems (Adobe, Photoshop)

Must be proficient with Microsoft office

Excellent time management and logistics skills

Excellent communication skills

Must be able to work in high pressure, time sensitive situations

Ability to make creative decisions during productions

Must be familiar with local agreements and FCC regulations

Ability to lift and move 40 pounds of relevant equipment

## **TRANSPORTATION**

This position requires the use of dependable, reliable personal transportation. Incumbent must provide proof of current automobile insurance and meet HCC requirements as a qualified driver.

***This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.***

***This job description may be revised upon development of other duties and changes in responsibilities.***