



## **JOB DESCRIPTION**

### **Videographer/Media Production Specialist**

**Reports to the Program Manager, EDUCATE Contract**

#### **Purpose of this position:**

As a member of Alphaport's EDUCATE contract team, this position entails professional video production in support of the NASA Safety Center's development of Safety and Mission Assurance courses. This position will be responsible for two primary duties:

1. Video recording instructor-led courses for the Safety and Mission Assurance Technical Excellence Program (STEP).
2. Providing video editing and postproduction support to the EDUCATE Team

#### **Key Responsibilities will include, but are not limited to:**

- Work with the Program Manager to schedule videotaped courses using Sonic Foundry's Mediasite.
- Set up audio and video equipment for in-house and external location shoots
- Switch and route video and audio signals and generate real-time special effects during recording of multi-camera shoots.
- Operate video cameras, video switcher, audio console, audio and video equipment to produce final media for professional quality courses.
- Use post-production software to record, edit, and generate special video and audio effects for completed masters; perform as media editor to produce professional products.
- Stage lighting and sound equipment as required to provide a professional set for video production.
- Edit finished video tapes for implementation as e-learning courses.
- Use Mediasite server software to prepare edited course for final use.
- Edit audio files for use in e-learning courses.
- Create video segments or programs using digital motion graphics and compositing software

#### **Basic Knowledge and Skills:**

- Good communication skills, demonstrated team player.
- Competency in the use of Final Cut Pro (Apple), After Effects (Adobe), Creative Suite 4 Production Premium (Adobe) or other video production software.
- Willingness to learn other applications, as required.



**Education and work experience:**

- Preferred: Degree in video/film/telecommunications or media production
- Required: 3-5 years of experience in the areas specified above.

**Physical Requirements:**

The ability to kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 20 to 50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate office equipment, and read. The candidate frequently is required to sit, reach with hands and arms, talk, and hear.

**Job Type:**

Part-Time /on demand.

**Work Location:**

NASA Safety Center at the Ohio Aerospace Institute, Cleveland, OH.

**Travel:**

Travel is required for this position.

**Salary:**

Salary preference required.

**Where to Apply:**

All qualified applicants are encouraged to forward their resume to [pmossbrugger@alpha-port.com](mailto:pmossbrugger@alpha-port.com) or fax their resume to the HR Administrator at (216) 619-2443 or mail to 18013 Cleveland Pkwy, Ste 170, Cleveland, OH 44135.