

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

**Title of Position: Video Production Manager**

Preparation Date: July 26, 2018

**Function of Position:**

Full-time 12-month position, includes excellent benefits. Manages video production bureau of students. Responsible to the director of marketing and communication.

Wartburg College seeks a self-directed storyteller with a talent and skill for digital media production. The Video Production Manager is charged with managing the direction and creation of innovative digital media to help tell the Wartburg story through the use of video to be used on the web, social media, and traditional media. The position supervises a student-run production team and will work closely with key stakeholders to conceptualize, produce, shoot, edit, publish and promote high-quality video consistent with the Wartburg College brand and institutional goals.

**Principal Duties and Responsibilities:**

- 1) Manage, prioritize, and produce professional-quality videos to be used for the web, social media, and traditional media that is consistent with College branding and strategic plan objectives for public consumption (60%)
- 2) Recruit, train, supervise, and mentor student videographers and editors. (15%)
- 3) Manage videography budget, calendar, and assignments (10%)
- 4) Collaborate with the visual media manager (photographer) on event and studio shoots (10%)
- 4) Maintain and manage the archival process on the new video storage systems, making files searchable and accessible for use by Marketing & Communications and other designated parties (5%)
- 5) Other duties as assigned

**Requirements:**

Bachelor's degree in communications, electronic media, or related field. Two years of experience in video production, which may include internship and/or student employment. Proficient in Adobe Production Suite (Premier, Photoshop, AfterEffects, etc.). Strong creative, communication, and problem-solving skills. Desire to work in a collaborative environment.

**Preferred:**

Familiarity with higher education environment and YouTube video management, Facebook, Instagram, Twitter and other social media.

**Application Procedure:**

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

*Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.*