

**BC & Yukon Division**

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Videographer

Volunteer Position Description

The Videographer will assist the MS Society Communications department with the development of short videos that will be used for training for the staff and volunteers by Chapter offices and the BC & Yukon Division in fall 2015.

Responsibilities:

- Create training videos for the MS Society Staff and Volunteers.
- Provide some direction while creating the training videos.
- Reviewing the footage and eliminate segments which are not required.
- The perfect candidate should be able to do some post process editing of the video and insert computer graphics when required.

Skills, Attitudes, Knowledge Required:

- Should own the videography equipment such as the camera and audio equipment. The MS Society will not be able to provide the equipment required.
- Prior experience with shooting films and videos. We require the candidate to send in some links to their previous work in order to be considered.
- Knowledge about audio mixing equipment, lighting for videography and any video editing software.
- Reliable, efficient and outgoing. Should be able to interact with people of different backgrounds.

Time Commitment: The position is project based instead of hour based. We expect the candidate to start working with the MS Society as soon as possible and finish the projects by the end of fall 2015. The timings are very flexible since we only require the candidate to be present for shooting the videos. Since they are short videos (approximately 15 minutes each), the time commitment should not exceed more than 2 hours at the office for each video. Majority of the time investment will be in post-production editing. The editing work will be completed remotely by the right candidate.

Supervisory Relationships/liaison: Candidate will be supervised by, and liaise with, the Communications Coordinator and liaise with the Fundraising Department and the Volunteer Resources Department.

Authority/Decision Making: Must be comfortable making decisions and problem solving with minimal supervision. It is appreciated if you are willing and able to share your insights and ideas. Must be willing to take a lead role in the direction of videos.

Volunteer Benefits:

- Contribute to a small, very busy Communications department
- Exposure to creating videos and developing editing skills.
- Contribute your time and talents in an impactful way for a worthwhile cause.
- Reference letter