



# VIDEOGRAPHER

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**COMPETITION: #22124-50131930**

**SECTION:** Public Affairs  
**STATUS:** Regular full-time  
**HOURS OF WORK:** Monday to Friday, 8:00 a.m. to 4:00 p.m.  
**SALARY:** Pay Grade 24 - \$38.68 to \$45.68  
**COMPETITION END DATE:** Friday, October 7, 2022

This is skilled, creative, and technical work in producing, recording, and livestreaming press conferences and other events for the Vancouver Police Department. You will configure audio-visual setups to ensure high-quality broadcasting, and operate software to control audio-visual technologies. You will be responsible for planning and coordinating video shoots; producing informative content for various mediums, including print, audio and video; and managing videos post-production, as well as livestream, archival, podcast, and production content. Independent judgement and action in interpreting concepts and producing video materials is necessary.

## ESSENTIAL DUTIES

- Records and livestreams VPD press conference and other events
- Configures audio visual setups to ensure high-quality broadcasting, and operates software to control audio visual technologies
- Applies appropriate manual and computer techniques, as required
- Performs video editing duties, such as reviewing layout clips, synchronizing clips with audio, colour correction, trimming, adding graphic assets or motion graphics, text, diagrams and sound, and formats video for social media platforms
- Consults with project coordinators and clients on the creative aspects of the work, considering target audience, product function, budget, and deadlines
- Develops and recommends video concepts, formats, and production methods appropriate to clients' communications objectives
- Advises clients of technical or production limitations
- Produces informative content in various mediums, including print, audio and video
- Manages videos post-production, as well as livestream, archival, podcast, and production content
- Plans and coordinates video shoot productions with staff and clients
- Monitors status and progress, and ensures that client is kept up-to-date
- May assign and review the work of a subordinate performing routine video work
- Provides technical advice and guidance to staff and contractors, as required
- Organizes and maintains a variety of files and records related to the work
- Develops and maintains cross-reference docketing and archival systems for video jobs
- Monitors and maintains AV equipment inventory, such as cameras, lighting, recorders, and speakers
- Ensures equipment is clean, and performs basic maintenance on equipment, as required
- Establishes and maintains effective working relationships with a variety of internal and external contacts
- Other related duties and responsibilities as assigned

## KNOWLEDGE, SKILLS, AND ABILITIES

- Sound knowledge of departmental objectives, functions, and requirements, as they relate to the work performed
- Ability to develop and execute video productions appropriate to client needs and projects
- Ability to establish work priorities and to organize, coordinate, and ensure the quality, timely production, and cost effectiveness of video productions
- Ability to work with minimal supervision
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts
- Skill in the use of the tools, equipment, and materials used in the work



## EXPERIENCE

- Knowledge of videography principles, methods, techniques, materials, and tools
- Five years of previous video production and video editing experience working in a major market
- Experience with writing, filming, editing, and creating videos
- Experience with simple animation and Adobe After Effects
- Knowledge of current trends related to marketing videos for social media, web, and digital campaigns
- Knowledge of the use of computer software and associated audio-visual equipment as it relates to the work performed

## EDUCATION

- Degree or diploma in visual journalism, filmmaking, or videography

## OTHER REQUIREMENTS

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

## SELECTION PROCESS

- Candidates need to achieve 70% on a test in order to move forward to the interview stage
- The test will account for 60% of overall score
- The interview will account for 40% of overall score
- **All shortlisted candidates are required to submit school transcripts**

***NOTE: This position falls under the jurisdiction of Teamsters Local 31.***

Applicants should submit a resume via email to [vpd.civilian.jobs@vpd.ca](mailto:vpd.civilian.jobs@vpd.ca) by 4:30 p.m. of the closing date. **Indicate the competition # in the subject line of the email.**