



Job Description

Job Title: Video & Photo Editor
Department: Marketing
Classification: Full-time Exempt
Salary Range: \$45,000 - \$50,000
Reports To: Creative Director

Summary: The Video & Photo Editor is responsible for capturing and editing content and producing videos and still images to promote the Discover Newport brand through digital and print advertising, publications and other promotional materials.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

- This position requires physical presence at the Discover Newport administrative offices and/or remote locations throughout Newport County.
- Primary duties include filming and editing video for social media, website, digital advertising and television. Involves filming at various locations and events in Newport and our coastal communities.
- Shoot still images as needed for social media, digital and print advertising and various marketing publications.
- Maintain the digital asset management system by cataloging all video and still images.
- Fulfill media image and video requests in a timely manner.
- Ensure on-time delivery and execution of quality videos and photos.
- Work closely with Creative Director to explore video concepts and photography needs.
- Collaborate with the entire marketing team on new marketing initiatives.
- Keep current with latest developments and trends in video production.

Competencies:

- Knowledge of Bristol and Newport Counties in relation to hospitality
- Initiative
- Results driven
- Performance management
- Presentation skills
- Communication proficiency
- Ethical conduct
- Independent and collaboration skills
- Flexibility
- Ability to handle multiple projects while meeting tight deadlines

Supervisory Responsibility: This position has no direct supervisory responsibilities.

Work Environment: This job operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, scanners, and fax machines.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit; climb or balance; and stop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include core vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of work: This is a full-time position and employee must work at least 35 hours each week to maintain full-time status. The normal hours are Monday-Friday, 9-5. However, based on demands, you may be required to work evenings, weekends, and holidays.

Travel: This position may require local travel within Newport and Bristol County. Overnight travel maybe required on occasions.

Qualifications and Education:

- Four-year degree in video/film production or equivalent
- 2+ years of experience in video and photography (technical and editing)
- Solid editing skills using Adobe Creative Suite or other video editing software
- Strong understanding of digital trends, video production and the ability to tell a cohesive story that motivates an audience
- Advance working knowledge of core Office 365 applications
- Experience with a database management software

Additional Eligibility Qualifications: Valid driver's license, and access to a vehicle to be used for business use.

Other Duties

Please note this job description is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply

Email cover letter, resume and online portfolio by August 23, 2019 to:

Natalie Manning, Creative Director

NManning@DiscoverNewport.org

No phone calls, please.