Video Editing/Production Manager

Supervisor: Marketing Coordinator

Area: Publicity

Goal: Help with the positive promotion and advertisement of RecSports by filming, editing, and producing high quality videos to be used for publicity.

1. Maintain positive image for RecSports and represent yourself and the school on a manner you would be proud of.
2. Set goals and develop a vision to obtain those goals. Work to achieve the goals that have been set.
3. Find volunteers to form a committee to delegate responsibilities.
4. Work 4-7 hours/week
5. Take footage at games, events, and tournaments.
6. Film, compile, and edit commercials.
7. Conduct video interviews.
8. Edit footage into video presentation.
9. Produce commercials via RecSports’ Facebook page and YouTube channel to advertise for RecSports program and events.
10. Maintain a high level of commitment and enthusiasm always.
11. Involve as many people as possible in projects
12. Learn new skills and in all stages of video production
13. Develop new and creative ways to promote RecSports visually

All Staff Duties:

1. Hold weekly one-on-ones with managers and director.
3. Hold weekly area council.
4. Fill out weekly reflections each week.
5. Review managers’ weekly reflections.
6. Establish and be present during office hours.
7. Help protect the name of RecSports and BYU-Idaho.
8. Complete mid-semester and final semester evaluations.
9. Fill out end of semester report completely and accurately.
10. Know the policies and procedures of RecSports.
11. Have fun this position is what you make of it.
12. If you have any questions ask.