



Dartmouth Learning Network Photography and Videographer Volunteer Position Description

Purpose: As a volunteer you will be responsible for photographing, taping, editing, and creating 2-3 minute informational videos on The Dartmouth Learning Network's projects, programs, and events for the purpose of promoting the Dartmouth Learning Network's mandate across N. S. Photographs and video footage will appear on The Dartmouth Learning Network's website, YouTube, Facebook and may be sent out to media representatives. The photographer/videographer will work independently and have his/her own equipment or access to it. Video stories will be developed in collaboration with the Executive Director and Program staff. The Volunteer will take pictures at The Dartmouth Learning Network special events and will record video profiles of our adult learners for promotional use on our digital media platforms.

Reports to: Community Learning Program Coordinator

Length of Commitment: Nine months (September – June)

Weekly Time Commitment: This volunteer opportunity requires flexibility in the performance of duties

Location: Dartmouth Learning Network and special events held in the community.

Qualifications:

- Must be 19 years of age or older
- Friendly outgoing, patient and a good communicator
- Video Production, Film Production, or Media Studies study and/or background.
- Minimum of two to three years relevant experience or prior/current school experience.
- Editing proficiency with Final Cut Pro required. Basic Motion or After Effects graphics skills highly preferred.
- Audio Sweetening skills a plus, but not required.
- Basic Photoshop/Publisher skills preferred.
- Additional Documentary/film portfolio a plus, but not required.
- Good organizational skills with attention to detail.

Responsibilities:

- Still and Film footage relating to Dartmouth Learning Network programs, projects, campaigns and events.
- Edit 2-3 minute videos to accommodate TLC Communications deadlines and turnaround time.
- Work with The Dartmouth Learning Network to develop additional story lines for promotional videos, trailers, and other creative outreach projects as they arise.
- Work independently, but will meet regularly with Executive Director and staff at The Dartmouth Learning Network (will report to The Dartmouth Learning Network Public Relations Committee on a bi-weekly basis).
- Successful applicant would need to be dependable and on top of personal communications.