



<b>Job Title:</b>	Videographer	<b>Supervisor:</b>	Senior Management
<b>Department/Group:</b>	Office / Marketing	<b>Travel Required:</b>	No
<b>Location:</b>	Office	<b>Position Type:</b>	Office

**Applications Accepted By:**

<b>Fax or E-Mail:</b> 417-286-3350 or hr@signfab.com Subject Line: Job Title <b>Attention:</b> Human Resources	<b>Mail:</b> Sign Fab, Inc. Attn: Human Resources 28625 Harvest View Rd. Stoutland, MO 65567
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**Job Description:**

We are seeking a creative and detail-oriented Videographer to join our mid-sized production facility! In this role, you will be responsible for the entire video production process, from concept development and filming to editing and final delivery. You will create a variety of video content, including safety videos, training materials, social media posts, onboarding and HR videos. Creating both long and short-form content. This is a fantastic opportunity for a videographer to contribute to a dynamic team and play a key role in promoting our company culture and initiatives.

**ESSENTIAL DUTIES**

- Film high-quality video footage using professional equipment (cameras, lighting, sound).
- Capture B-roll footage to enhance the visual storytelling.
- Ensure adherence to all safety protocols during filming.
- Edit video footage using industry-standard editing software (e.g., Adobe Premiere Pro, Video Leap).
- Add music, sound effects, and motion graphics to enhance the video's impact.
- Integrate branding elements and maintain consistent visual style across video projects.
- Export videos in various formats for different platforms (e.g., web, social media).
- Assist with photography needs as required.
- Create video content that supports marketing initiatives, employee training, and internal communication.
- Stay up-to-date on video production trends and technologies.
- Maintain and organize video equipment and footage.
- Contribute to the development and implementation of the company's video content strategy.

**EDUCATION REQUIREMENTS**

Minimum 2 years of experience in video production or a relevant field.

**JOB KNOWLEDGE & QUALIFICATIONS**

- Proven ability to develop creative video concepts and translate them into engaging content.
- Strong proficiency in video editing software (e.g., Adobe Premiere Pro, Final Cut Pro).
- Excellent camera operation skills and understanding of lighting and sound principles.
- Experience filming in a variety of settings and working with diverse talent.
- Excellent organizational, time management, and communication skills.
- Ability to work independently and as part of a team.
- Strong work ethic and a commitment to deadlines.
- A valid driver's license and reliable transportation is be required.

**TRAINING REQUIREMENTS**

- General Safety
- Discrimination/Sexual Harassment Prevention
- Department training

**PHYSICAL REQUIREMENTS**

- Minimal physical exertion may be required
- Regularly required to sit for long periods of time.
- Regularly required to climb stairs.
- Occasionally required to bend or squat for short periods of time.

**PERSONAL PROTECTIVE EQUIPMENT**

Safety glasses and/or hearing protection may be required while performing specific tasks.

**WORK ENVIRONMENT**

Works in a professional office environment.

Works on the production floor often to obtain footage.

**ADDITIONAL NOTES**

Will be required to perform other duties as requested, directed, or assigned by management.

Applicants should provide a portfolio or work samples to demonstrate their qualifications.

**DISCLAIMER**

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to the classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*