



JOB DESCRIPTION – VIDEOGRAPHER

COMPANY

Wisdom Publications is the leading publisher of books, podcasts, and online courses on contemporary and classic Buddhism, mindfulness, and meditation. Wisdom is a nonprofit charitable organization dedicated for 30+ years to

- cultivating writers and teachers the world over,
- advancing critical scholarship,
- preserving and sharing the literary culture of various contemplative traditions,
- and helping people find and engage with the teachers, teachings, and practices for a wise and compassionate life.

Wisdom has a matchless reputation for producing the finest-quality books and online courses on Buddhism and meditation. We are now growing and developing several new platforms to expand our reach, including a popular podcast and online courses. Now is an exciting time to join our passionate, dedicated team, gain experience in a rapidly-evolving media company, become part of a legacy, and have a true impact on people around the world.

POSITION

TITLE

Videographer

REPORTING RELATIONSHIP

This position will report to the Brand and Content Manager.

LOCATION

Wisdom is located Boston, MA, but we are equally interested in working with local and remote freelancers.

SUMMARY OF RESPONSIBILITIES

This position will support the creation of new video content for Wisdom. The main types of projects will be:



- **Online course promo videos**
 - Goal: create 2 promotional videos of varying lengths (around 1 minute and 3 minutes) to promote Wisdom Academy online courses, resulting in shares, click-throughs, conversions, and brand awareness.
 - The videographer will receive 10-30 minutes of raw footage with editing instructions and a storyboard for the desired final promo video.
 - The videographer will create a promo video using the provided footage along with stock footage and music, as well as various title cards/bumpers/splash screens/intertitles.
- **Online course content videos**
 - Goal: create 10-20 videos for each Wisdom Academy course, each about 1 hour long.
 - The videographer will receive 10-25 hours of raw footage with timecodes and notes for how the video should be edited.
 - The videographer will follow the provided editing instructions as well as suggest and carry out additional edits regarding color adjustments, etc., and adding title cards/intertitles.
- **Wisdom author videos**
 - Goal: create 3-6 short videos (30 seconds – 5 minutes) to promote a Wisdom author and their book and raise brand awareness.
 - Videographer will receive ~60 minutes of raw footage with timecodes and editing instructions.
 - Editing will involve cutting parts and adding intertitles/title cards.

POSITION REQUIREMENTS

Professional Qualifications

Fully qualified candidates will possess the following skills:

- Exceptional experience with audio and video recording and editing
- Superior proficiency with digital editing systems and general production
- Sound familiarity with graphic design and social web properties
- Excellent skills in editing and digitizing raw footage
- Outstanding facility at working on multiple production assignments simultaneously
- Proven ability to stay on schedule and within budget
- 5+ top-quality references



Personal Characteristics

The essential personal qualities of the position are:

- Driven to be successful and contribute to a team obtaining a common goal
- Proactive and inquisitive approach to daily work
- Unquestioned integrity and trustworthiness
- Cheerfully accommodating, cooperative, and able to take direction
- Motivated to provide high quality of work

EDUCATIONAL REQUIREMENTS

An undergraduate degree from an accredited university is preferred.