



# 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.