



Videographer/Photographer/Web Assistant

Communications & Marketing

(12 month fixed term contract)

Dublin City University is a university of transformation and enterprise, and is widely recognised as a dynamic and innovative institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Having grown its student population by more than 50% in the past five years, DCU is Ireland's fastest growing university and today hosts more than 17,000 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick's Campus; DCU All Hallows Campus). With five campuses in total (three focussed on Academic matters, one on Innovation, and one on Sports) in close proximity, DCU now has a substantial footprint in the Glasnevin-Drumcondra region of North Dublin.

The Role

The Videographer/Photographer/Web Assistant is primarily responsible for scripting, filming, editing, and delivering video content and photography to a very high standard, and in a timely manner, to meet the University's marketing and communications needs. As part of this role, the post holder is also required to assist the web project manager within the department on the delivery of a variety of digital/web projects for the University. S/he will also work closely with the University's Social Media Officer to deliver content suitable to various digital and social media platforms, including, web, YouTube, Facebook, Twitter, LinkedIn, and Instagram.

This demanding and varied role requires a committed and responsible individual with excellent customer service, interpersonal, organisational and technical skills, excellent attention to detail, along with the ability to multi-task and prioritise work. Reporting to the Head of Marketing the post holder must have the flexibility and willingness to work outside of normal office hours, when required. Please note, Garda vetting is required for this role.

Main Duties and Responsibilities

- Effectively interpret the client brief, and to storyboard, script, film, edit and deliver high quality video content and photography accordingly
- Develop interview questions, and assist the subject in answering those questions in line with the client brief
- Create and edit animated and motion graphics to an excellent standard, using a variety of software, including, but not limited to, Adobe After Effects, Photoshop Premiere Pro, Indesign, Illustrator, and Lightroom.
- Set up and operate various production equipment, including cameras, audio, lighting, and microphones for location and studio based production

- Accurately archive existing video and photography assets, using appropriate naming conventions and file size/type requirements
- Update highlight boxes and Images on the DCU website
- Co-ordinate new web site creation and implementation for the DCU website
- Complete web sub-site updates and reviews, providing advice and assistance on sub-sites and content management
- Co-ordinate general web site “clean up” and updates: homepage updates and layout, news feed updates and events section creation and updates
- Delegate to and supervise department intern

Qualifications and Training

- The applicant will be required to present a portfolio of original, recently completed, photography and video work
- A university degree in a related area is required
- A postgraduate degree in a relevant discipline, while not essential, is desirable

Experience

- A minimum of two years’ experience as a videographer/photographer in a busy, fast-paced environment
- Proven experience in storyboarding, scripting, filming, and editing video content
- Demonstrable experience in photography
- A keen understanding of website structures and hierarchies

Skills Required

- High proficiency in using Apple Mac computers
- High proficiency in using Adobe After Effects, Photoshop Premiere Pro, Indesign, Illustrator, and Lightroom
- A good understanding of Drupal CMS / UX / UI
- A keen understanding of HTML and CSS
- Excellent time management and organisation skills
- The ability to multi-task, and to manage multiple projects at different stages of production simultaneously
- Ability to scope projects, create timelines, and follow through to completion
- The ability to work to very short deadlines, where necessary
- The ability to deliver content suitable to various social media platforms, including YouTube, Facebook, Twitter, LinkedIn, and Instagram
- The ability to think creatively and write effectively

Knowledge Required

- Knowledge and understanding of regulations regarding image usage, and obtaining subjects’ consent
- Knowledge and experience of sourcing video material/footage from a wide range of open source, as well as licenced video/image libraries

Salary Scale: €34,971 - €52,268* (Administrative Assistant – Grade IV)

*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current Government pay policy.

Closing Date: 7th August 2018

Informal Enquiries

Informal queries should be addressed to Ms Deirdre Wynter, Head of Marketing, email: deirdre.wynter@dcu.ie or telephone 01 700 7510.

Please do not send applications to this email address, instead apply as directed below.

Application Procedure

Application forms must be submitted along with a CV and cover letter. Applications, which should include a showreel of past/current video work and a portfolio of photography.

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: [+353 \(0\) 1 7005149](tel:+353017005149). Email: hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref 934 Videographer/Photographer/Web Assistant, Communications & Marketing

Dublin City University is an equal opportunities employer