


Ref #:	
 <b>Government of Trinidad and Tobago</b> <u><b>JOB DESCRIPTION</b></u> <b>CONTRACTUAL POSITION</b>	
<b>JOB TITLE: VIDEOGRAPHER EDITOR</b>	
<b>JOB SUMMARY:</b>	
The incumbent plays a key role in capturing high-quality video content that showcases and updates the public on various government services and initiatives. This role requires a creative and technical skill set to produce engaging and informative content that aligns with government standards and public expectations.	
<b>REPORTS TO:</b>	Head – Corporate Communications or designated officer
<b>SUPERVISION GIVEN TO:</b>	N/A
<b>DUTIES AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>▪ Plans, shoots, and edits video content that highlights government services, initiatives, and events.</li> <li>▪ Assists in crafting compelling narratives that effectively communicate the purpose and impact of government services to the public.</li> <li>▪ Works closely with Ministry departments to understand their service offerings and messaging needs.</li> <li>▪ Operates and maintains professional video equipment, including cameras, lighting, and audio gear.</li> <li>▪ Edits footage to create clear, engaging, and high-quality videos; include subtitles, graphics, and effects as needed.</li> <li>▪ Ensures all content complies with government policies, legal standards, and ethical guidelines.</li> <li>▪ Manages multiple video projects simultaneously, adhering to deadlines and budget constraints.</li> <li>▪ Works collaboratively with other multimedia professionals to plan and execute video projects.</li> <li>▪ Assists in the development of an overall video brand messaging strategy.</li> <li>▪ Works both on and off-site</li> </ul>	
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>	
<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>▪ Considerable experience in using video and video editing equipment.</li> <li>▪ Considerable knowledge of digital technology and editing software packages (e.g. Avid Media Composer, Lightworks, Premiere, After Effects and Final Cut)</li> <li>▪ Sound knowledge of the use of special effects, 3D, and compositing</li> <li>▪ Knowledge and a good understanding of motion graphics is preferred.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Understanding of government protocols and sensitivity towards public communication.</li> </ul>
<p><b>SKILLS AND ABILITIES:</b></p>	<ul style="list-style-type: none"> <li>▪ Ability to operate a camera.</li> <li>▪ Ability to work flexible hours.</li> <li>▪ Ability to work with diverse client groups.</li> <li>▪ Ability to work in cross functional teams.</li> <li>▪ Creative thinker</li> <li>▪ Good time-management skills</li> <li>▪ Strong interpersonal and communication skills</li> <li>▪ Storytelling skills</li> </ul>
<p><b>MINIMUM EXPERIENCE AND TRAINING:</b></p>	
<ul style="list-style-type: none"> <li>▪ Minimum of 3-5 years' experience as a video specialist or similar role</li> <li>▪ Training as evidenced by a recognised University degree in Film, Media Production, Communications, Cinematography, or related field</li> <li>▪ Any equivalent combination of qualifications and experience</li> </ul>	