



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

The Engineering Society of Queen's University Presents...

Videography

Manager

Communications



Videography Manager Position Description

Purpose/ Main Goal:

Videography has the power to promote, spread important messages and document memorable events and experiences for a larger audience to witness for years to come. The Videographer Manager ensures this footage is properly filmed and creatively compiled, so it can be shared within the society. It helps create excitement for Queen's engineers about upcoming events and inspires them to get involved in what they are passionate about.

Job Description:

The Videography Manager is responsible for going above and beyond the request of the client, to produce fun and interesting video footage of various events and promotions. One must have a passion for videography, although experience in creating videos is not necessary. This role is ideal for anyone who enjoys attending events and has the ability to manage, delegate and organize time required to film and edit footage. There is also the opportunity to take on your own projects including creating video of events or subjects that are of interest to you to help promote Queens Engineering and the Engineering Society.

Responsibilities:

1. Organize and host meetings between the communications team and potential video clients.
2. Discuss video requests with clients to understand their needs and gather logistical information as required
3. Oversee all technical and behind-the-scenes aspects of videography.
4. Take on individual projects for the society, as desired
5. Coordinate equipment accessibility for the team.
6. Plan and organize filming and editing times.



Time Commitment:

3-5 hours/ week.

Skills:

Required	Gained
<ul style="list-style-type: none">• Organization• Time Management• Technical Skills such as videography and editing (helpful but not required!)• Logistical Skills• Professionalism• Enthusiasm• Responsibility	<ul style="list-style-type: none">• Management skills.• Working with clients.• Connections within EngSoc and campus clubs.• Improved Videography and editing skills.

Daily Tasks:

- Check and respond to emails.
- Monitor Facebook page.
- Work on video requests and projects, as needed.

Past Projects/Accomplishments:

- Created videos to promote the Engineering society elections. These videos, along with other social media tactics, resulted in the highest voter turnout.
- Created videos for Frosh Week, First Year Conference and the Elections.

Timeline:

- **Busy Periods:** Beginning and end of each semester (e.g. September, December, January and April).



Meetings Attended:

Meeting Name	Frequency
Media Managers	A couple of times per year.
Meeting with Videographers	Biweekly or monthly, as best needed

Incumbent Will Work With:

Role	Involvement Summary
Director of Communications	The director makes requests for videos.
Videography Team	Work as a team to create videos for the director or others in the society upon request.
Chairs of Engineering Society clubs, conferences and services.	These clients make requests for videos as needed

Past Incumbents:

Name	Year(s) in Position	Email address
Matt Whittle	2015/2016	matt.whittle@queensu.ca
Jeremy Gooden	2014/2015	jeremy.gooden@queensu.ca

If you're interested in *Videography Manager*, you may also be interested in...

- Director of Communications
- Event Coordinators and Chairs
- Photography Manager
- Graphic Design Manager
- Videographer
- Marketing manager for EngLinks, Movember or EngWeek.