

## JOB DESCRIPTION

**JOB TITLE:** Chief Videographer  
**DEPARTMENT:** Programming  
**STATUS:** Exempt  
**REPORTS TO:** Chief Operating Officer

**GENERAL FUNCTION:** Responsible for supervising the PCN videographer team, while also working alongside staff as a full-time videographer. Maintains a high quality of production by providing feedback and guidance to each videographer. Provides public affairs coverage in a PCN-style, straightforward manner, as well as creative shooting and editing that feature Pennsylvania history and culture.

### RESPONSIBILITIES:

- Supervise, train, and hire videographer staff.
- Assign full and part-time videographers to event coverage.
- Oversee logistics and crewing for all field productions.
- Operate all videography gear, including bonded cellular devices (Dejero or similar).
- Shoot and edit video and sound for cable airing and on all the station's multimedia platforms.
- Meet tight deadlines and work well under pressure.
- Practice journalistic and ethical integrity.
- Work with programming staff to schedule and staff field productions.
- Coordinate and train staff to support PCN Sports productions, including videography, directing, replay, audio, and graphics. This includes full and part-time staff.
- Coordinate with Marketing, Operations and other departments as needed for productions.
- Participate in planning and managers meetings.
- Travel to and from events, sometimes over long distances.
- Required to keep PennDOT medical certificate updated, for the purpose of driving PCN's production truck.
- Perform all the duties of the Videographer.
- Other duties, as assigned.

### BACKGROUND/SKILLS:

- Bachelor's degree in communication, radio and television production/journalism strongly preferred.
- 5+ years' experience as a videographer and video editor (previous experience as a chief photographer preferred).
- Strong knowledge and experience with cameras, audio, lighting, and switching equipment. Able to direct, edit, and shoot events in both live and recorded environments in the field and or studio and within strict time constraints.
- Strong understanding of PCN's mission, state politics, public affairs, and philosophy.
- Proven ability to work collaboratively within a team as well as demonstrated leadership and decision-making experience.
- Ability to prioritize, multi-task, work under tight deadlines.
- Ability to maintain accurate records and communicate effectively in written and oral form;
- Valid Pennsylvania driver's license.
- Ability to lift and load equipment weighing 50-pounds and stand or sit for extended periods of time.
- Ability to work flexible hours, adapt to changing priorities, and maintain travel schedule.

### To Apply:

- Successful candidate will be subject to a criminal and driving record background check.
- Cover letter and resume can be provided via Indeed or emailed to [info@pcentv.com](mailto:info@pcentv.com) (subject line should include job title).