


Ref #:	
<div style="text-align: center;">  <h2 style="margin: 10px 0;">Government of Trinidad and Tobago</h2> <h3 style="margin: 0;">JOB DESCRIPTION</h3> <h3 style="margin: 0;">CONTRACTUAL POSITION</h3> </div>	
JOB TITLE: VIDEOGRAPHER EDITOR	
JOB SUMMARY:	
<p>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.</p>	
REPORTS TO:	Head – Corporate Communications or designated officer
SUPERVISION GIVEN TO:	N/A
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ▪ Plans, shoots, and edits video content that highlights government services, initiatives, and events. ▪ Assists in crafting compelling narratives that effectively communicate the purpose and impact of government services to the public. ▪ Works closely with Ministry departments to understand their service offerings and messaging needs. ▪ Operates and maintains professional video equipment, including cameras, lighting, and audio gear. ▪ Edits footage to create clear, engaging, and high-quality videos; include subtitles, graphics, and effects as needed. ▪ Ensures all content complies with government policies, legal standards, and ethical guidelines. ▪ Manages multiple video projects simultaneously, adhering to deadlines and budget constraints. ▪ Works collaboratively with other multimedia professionals to plan and execute video projects. ▪ Assists in the development of an overall video brand messaging strategy. ▪ Works both on and off-site 	
KNOWLEDGE, SKILLS, AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Considerable experience in using video and video editing equipment. ▪ Considerable knowledge of digital technology and editing software packages (e.g. Avid Media Composer, Lightworks, Premiere, After Effects and Final Cut) ▪ Sound knowledge of the use of special effects, 3D, and compositing ▪ Knowledge and a good understanding of motion graphics is preferred.

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