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## **JOB POSTING – CONTRACT VIDEOGRAPHER**

### **Who we are:**

**Career Transitions** is a local charitable organization with a mission to build stronger connections between employers, educators and the secondary school students who will make up our future workforce. We partner with industry and post-secondary to deliver career exploration programs and events designed to introduce students to the wide range of future career opportunities available to them in our region. Career Transitions serves over 75 schools in Southwestern Alberta.

### **Why our team needs an awesome videographer:**

Career Transitions coordinates a program called Virtual Career Exploration Sessions. Using Microsoft Teams as a platform, these sessions provide students with local, detailed, and relevant career related knowledge designed to support them to make informed decisions about life after high school graduation. We recruit business and industry professionals to host these sessions and our hosts create interactive presentations that are often supported by videos and images.

### **How you would contribute:**

Our team needs a videographer to capture relevant footage at the host's place of work, and to edit the content based on the requirements outlined by our hosts. In addition, each of the sessions is recorded and these recordings require editing in preparation for being posted to the Career Transitions website. The videographer will work closely with our program coordinator to meet the needs of each unique project.

The videographer is expected to collaborate with our Social Media Coordinator and provide content and support as needed.

In addition to the Virtual Career Exploration Sessions, Career Transitions also coordinates in-person events, including the Regional Skills Canada Competition, EPIC Day and Cardboard Boat Races. The videographer may be asked to attend events in order to capture footage for social media and other marketing purposes. Check out our website – [www.careersteps.ca](http://www.careersteps.ca) to learn more about our events and programs.



**What you need to do the job:**

- Courses in multimedia production– high school, college, or university
- Proven ability to produce quality results
- Excellent communication and interpersonal skills
- Ability to coordinate efforts between employer hosts and Career Transitions staff
- Willingness and capacity to be flexible
- Curiosity about different career pathways
- Capable of working independently and as part of a team
- Strong time management skills and the ability to work under pressure on occasion
- Desire to have fun and to contribute to an enthusiastic team
- Candidates must provide their own technology

**Important Info:**

- Salary - \$25/hr
- The number of hours required will vary, depending on CES schedule, but most of the sessions will run between October and March
- Events are scheduled in advance

**Next steps:**

If you are interested, we would love to hear from you.

If you have questions about the position, please contact Judy Stolk-Ingram at [judy.stolkingram@careersteps.ca](mailto:judy.stolkingram@careersteps.ca) or phone the office at 403.328.3996 during business hours.

If you are ready to apply, please send resume, cover letter, references, and a digital portfolio of your work to the email address above.

The position will remain open until we find the right person to join our team.