

CFUV Volunteer Job Description

JOB TITLE: Video Production Apprentice

CONTACT: Program Director

POSITION SUMMARY:

The Video Production Apprentice is a volunteer position responsible for assisting with filming live studio performances. After completing a training period as a Video Production Apprentice, volunteers are eligible to become Video Production Technicians. This position will report directly to the Program Director.

JOB DESCRIPTION:

- Film and edit live performances of a variety of music styles
- Maintain CFUV's equipment and performance studios
- Post recordings of performances on CFUV's website
- Obtain podcasting permission from artists

QUALIFICATIONS:

- Excellent computer skills and knowledge of cameras and video editing software
- Strong organizational skills and attention to detail
- Ability to manage diverse workload and competing priorities to deadlines
- Willingness to pass on learned knowledge to other volunteers
- Ability to work effectively with the public in a friendly and patient manner
- Available several weekday afternoons and some weekends

TRAINING:

Must become a CFUV Radio Club member and complete a mandatory number of preliminary volunteer hours. Training provided in video production and editing.

JOB LOCATION ON-CAMPUS: CFUV 101.9 FM, Student Union Building, RMB006.

TIME COMMITMENT:

- 2-3 hours regular commitment per week, with flexibility

BENEFITS:

- Work experience in a team environment
- Increased knowledge of video production and editing
- Opportunity to work with both up-and-coming and established musicians

HOW TO APPLY:

Please submit resume to the Coordinator of Volunteers, SUB Rm. B006, Mailslot A3, University of Victoria V8W 3P3, or by email: vol4cfuv@uvic.ca. Everyone is thanked for applying; however, only those selected for an interview will be contacted.