



## **Arkansas Game and Fish Commission Employment Job Posting**

Video Editor - **Editor**

**POSITION NO: 22095993**

### **POSTING INFORMATION:**

Advertisement Opens: Jan. 14, 2020

Advertisement Closes: Jan. 28, 2020

Full Time: Yes

Salary: \$36,155.00 - \$36,155.00 Annually

### **POSTING REQUIREMENTS:**

#### Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in journalism, English, or a related field; plus two years of experience in writing and editing news releases or articles. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.

#### Preferred Education and/or Experience:

The formal education equivalent of a bachelor's degree in TV, video and/or film production; communications; mass media; or a related field.

#### Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of journalism. Knowledge of publications, design, and layout techniques. Knowledge of English, grammar, and word usage. Knowledge of editing techniques. Knowledge of supervisory practices and techniques. Ability to read and apply principles of punctuation. Ability to review written manuscripts for mechanical problems. Ability to supervise or lead the work of others. Ability to prepare and present oral and written information and reports. Ability to design and layout publications. Ability to write news releases, articles, and other materials pertaining to agency events.

#### Preferred Knowledge, Abilities, and Skills:

Applicant should have experience with video editing software; experience with Final Cut Pro X is preferred. Applicant should have a keen interest in video storytelling and understand the basic principles of storytelling and developing storylines and video content. Applicant should also have experience as a videographer and/or photographer; knowledge of Sony video cameras is a plus. Ability to carry heavy camera equipment and accessories is required. Ability to spend time in adverse weather conditions, including extreme heat and cold, is required. Must possess the physical fitness to spend time outdoors and cover difficult terrain, such as steep hills, muddy ground, water and more, in the pursuit of video content.

### **POSTING DETAILS:**

Position Location:

City: Little Rock

Office: Little Rock Central Office

Division: Communications

Job Summary:

The Editor is responsible for researching and writing articles used in agency publications and disseminating information to the general public. This position is governed by state and federal laws and agency policy.

Typical Functions:

Performs a supervisory or lead role in coordinating predetermined work assignments of co-workers and/or subordinate employees by communicating prioritization of activities, project deadlines, reviewing and monitoring the work performed, interpreting policies, procedures, or precedents. Provides supervisory or management staff with project updates on a regular and recurring basis to ensure adherence to project goals and timeframes. Reads or proofs copies of news, feature stories, press releases, and other articles written by subordinates to detect and correct errors in spelling, punctuation, and syntax. Verifies facts, dates, and statistics using standard reference sources. Prepares, rewrites, and edits copies of the agency's newsletters, press releases, web pages, brochures, and scripts to improve readability. Plans the contents of publications, according to the agency's publication style, editorial policy, and publishing requirements. Confers with management and staff members regarding placement and emphasis of articles and stories, to determine publication goals and objectives. Supervises production of publications including artwork, layout, computer typesetting, and printing, ensuring adherence to deadlines and budget requirements, and prepares initial budget proposals. Disseminates information to the public by presenting programs to civic clubs and other groups, writing press releases, and maintaining and distributing inventory of publications. Represents the organization at various meetings or events, delivers presentations, researches information, and conducts tours of the organization's facilities. Performs other duties as assigned.

Specific Duties and Responsibilities:

Serves as the primary video editor for the production of various AGFC video products, including a weekly television show, YouTube videos, social media videos and other video projects that are used by the agency to deliver external and internal communications. Serves as a videographer on-location shoots to gather video content to be used for various AGFC video products. Collaborates with colleagues on video projects and helps develop video content, story ideas, show ideas and other projects related to telling AGFC stories and messages. Writes scripts and voice-over tracks for video storytelling. Works with other AGFC divisions to develop content and deliver division messaging through video content. Works with Communications staff to develop messaging for the agency. Provides supervisory or management staff with project updates on a regular and recurring basis to ensure adherence to project goals and timeframes. Confers with colleagues and management on placement and emphasis of videos. Performs other duties as assigned. Applicant should be highly motivated and a self-starter who enjoys creative storytelling. Knowledge of hunting, fishing, outdoor recreation and conservation management is preferred. Applicant should be able to work unsupervised while producing assigned content and meeting deadlines, and also should have the ability to work simultaneously on multiple projects. Should have an eye for detail and have high standards for production quality.

Certificates, Licenses, or Registrations:

Special Job Dimensions:

Other Specific Information:

Applicant should be highly motivated and a self-starter who enjoys creative storytelling. Knowledge of hunting, fishing, outdoor recreation and conservation management is preferred. Applicant should be able to work unsupervised while producing assigned content and meeting deadlines, and also should have the ability to work simultaneously on multiple projects. Should have an eye for detail and have high standards for production quality. All applicants subjected to a criminal background check.

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.