



### JOB DESCRIPTION

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| <b>Name:</b> ---  | <b>Position Title:</b> VIDEOGRAPHER   |
| <b>Department:</b> COMMUNICATIONS OFFICE  | <b>Reports to:</b> HEAD, COMMUNICATION  |
| <b>Direct Reports:</b> HEAD, COMMUNICATION  | <b>Location:</b> NHQ-TOWER  |
| <b>Purpose Statement</b>  |   |
| To create content and write scripts for programs to be produced by the PRC Digital Studio   |   |
| <b>Key Result Area:</b>   | <b>Duties and Responsibilities:</b>   |
| <ol style="list-style-type: none"> <li><b>Documentation of PRC activities and its Chapters and Services.</b></li> <li><b>Other Tasks</b></li> </ol>   | <p>Video shoots with Chairman and Secretary General and all different Red Cross activities, Chapters and Services.</p> <p>Editing – cut to cut edit</p> <p>Transferring the videos, archiving</p> <p>Performs other duties and functions as may be assigned him by superiors.</p> |
| <b>JOB SPECIFICATIONS</b>   |   |
| <b>Qualifications/Minimum Education:</b> At least 2 to 4 years college degree in related field  |   |
| <b>Personal Qualities and Skills:</b> <ul style="list-style-type: none"> <li>• Attention to Detail</li> <li>• Creative</li> <li>• Patient and Focused</li> <li>• Flexible and Good Social Skills</li> <li>• Basic/Advance Cinematography Skills</li> <li>• Basic/Advance knowledge of Adobe Premiere and Photoshop</li> </ul> | <b>Work Experience:</b><br>At least 1-2 years of experience in related field<br>Volunteer experience in PRC is advantage  |
| <b>Equipment Used:</b> Video Camera, Camera, Video Camera accessories, Computer   | <b>Working Environment:</b> Office Based and Field Based  |
| <b>Key Contacts:</b> PRC NHQ Internal Departments & Employees, PRC Chapters & Employees, PRC Volunteers, Community Groups, International Partners   |   |
| <b>Core Values:</b> Focused, Fast, Friendly, Flexible, Forward-Looking  |   |
| <b>All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.</b>  |   |

Immediate Supervisor's Name

**CECILIA HENARES - CHUIDIAN**

Signature over Printed Name and Date