VOLUNTEERS IN PROGRESS (VIP) JOB DESCRIPTION
Student Development Centre (SDC), Western University

POSITION: IESC VIDEOGRAPHER
(1-2 Summer positions; 2 Fall/Winter positions)

AREA: International and Exchange Student Centre

TIME COMMITMENT: 1-4 hours/week (hours vary depending on event schedule and time required for video editing) October and January

OBJECTIVE: To assist in the production of content for the IESC blog and other Western International projects by providing artistic footage and videos as necessary.

DUTIES AND RESPONSIBILITIES:

1. Take video footage for the IESC blog and other Western International projects.
2. Liaise with IESC staff and volunteers to plan videography opportunities.
3. Participate in all, or nearly all, IESC and WI events in order to capture video footage of each event.
4. Meet regularly with your Supervisor.
5. Assist with planning video shoots, editing videos and graphics, and selecting videos for publication.

VIP PROGRAM REQUIREMENTS (FOR ALL VIP POSITIONS):

- Attend VIPs’ General Orientation, Term-end Meeting and Year-end Recognition Event.
- Complete four mandatory Human Resources (HR) training modules: WHMIS, Health and Safety, Safe Campus, AODA.
- Submit a Midterm Feedback Form each term and a year-end program evaluation form to the VIP Program.

QUALIFICATIONS:

1. Experience with videography and video editing.
2. Cross cultural awareness, understanding, and sensitivity.
3. Initiative, self-motivation and enthusiasm.
4. Ability to work under minimal supervision and meet demanding deadlines.
5. Interest in promoting an awareness of multiculturalism at Western.
6. Strong time management skills
BENEFITS:

- Develop and enhance interpersonal, organizational, and public relations skills.
- Gain experience in photography and photo editing.
- Attain personal satisfaction and growth by being involved in a helping capacity.
- Receive feedback via a midterm performance review.

TRAINING:

- General Orientation to SDC and the VIP Program. (Required)
- Health and Safety Training by Human Resources. (Required)
- Orientation to International and Exchange Student Centre. (Required)
- Specific training as arranged by supervisor.

RESPONSIBLE TO: Francesca Mancuso, International Transitions Program Coordinator (IESC)