

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
Affiliated with the AFL-CIO
80 F St NW, Washington, DC 20001-1528

MEMORANDUM: Human Resources/Vacancy #35

DATE: June 7, 2024

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelley *Everett B. Kelley CB/DC*
National President

SUBJECT: Vacancy Announcement – One-Year Term Communications Specialist
(Videographer/Editor), G-11/12

A vacancy now exists for the position of One-Year Term Communications Specialist (Videographer/Editor), G-11/12, OPEIU, effective immediately.

Selection to fill the vacancy will be made according to the National Executive Council's policy on hiring.

Official Station: National Headquarters

The attached position description sets forth the duties, qualifications, and responsibilities of the position.

All interested applicants must submit resumes to: jobs@afge.org. Attention: Vacancy Announcement #35 to Human Resources. Expressions of interest from (**internal candidates**) must be received by the close of business on June 17, 2024.

cc: National Executive Council
Finance Director
Chief Steward, OPEIU

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THE AFGE CAREER WEBSITE)

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department:	Communications
Location:	National Headquarters
FLSA Classification:	Exempt
Position Title:	One-Year Term Communications Specialist (Videographer/Editor)

I. INTRODUCTION

Under the direction of the National President, the Communications Department serves to: 1) create, implement and manage the Federation's internal and external communications program in support of the goals, objectives and positions of the union for the purpose of informing, educating and motivating members, leadership, potential members, union staff, opinion leaders, political leaders, and the general public; 2) increase overall visibility and marketability of the union at all levels; and 3) assist and advise the communications efforts of locals, districts, councils and other national headquarters departments in support of the Federation's goals and objectives.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Direct and shoot videos remotely and in-studio for a variety of audiences with minimal supervision
2. Professional knowledge of lighting, audio recording, casting, etc. in order to capture and tell a compelling story
3. Help sustain and guide creative process in concert with communications staff
4. Artfully edit, include appropriate graphics and convert to appropriate format for distribution; ability to include dynamic graphics/charts in video projects is a must
5. Ensure visual, audio, and graphics elements standards are maintained across the entire video production portfolio
6. Coordinate video production and post-production process to effectively manage project workflow, timelines, project direction and final deliverables
7. Plan, facilitate, and operate video production equipment (including cameras, audio recorders, lighting, props, microphones, and teleprompter) on and off-site

8. Capable of balancing a project's creative requirements with schedule, budget, and resource limitations
9. Consistently meet post production deadlines and create professional, impactful video
10. Assist department with graphic design projects for web, print, and social media

III. EDUCATION AND EXPERIENCE

1. Bachelor's degree in video/media or broadcast production, and a minimum 2 years of video production and post-production experience required
2. Must demonstrate and possess understanding of storytelling, design and editorial processes, as well as the ability to integrate them all with high production value
3. Demonstrate advanced ability to produce and edit short form, advertising and documentary style videos
4. Experience operating videography equipment both in-studio and on-location
5. Extensive experience with Adobe CS, especially Premiere, InDesign, After Effects, Fireworks, and Photoshop
6. Experience in producing advocacy-oriented video projects strongly desired
7. Experience facilitating/managing live streaming video events online strongly desired
8. Excellent organizational and self-management skills
9. The ability to make objective decisions and recommendations independently
10. Good interpersonal and communication skills. Ability to communicate effectively orally and in writing
11. Ability to respond quickly and effectively when unexpected events demand an immediate response

IV. OTHER REQUIREMENTS

1. Applicants must submit portfolio minimum of two video and graphic projects
2. Ability to travel a minimum of 3-5 weeks per year
3. Work is generally in an office setting
4. Ability to lift/transport videography equipment unassisted approximately 25lbs

V. CONTROLS OVER WORK

Incumbent reports to the Communications Director and in his absence, their designee. The incumbent must be able to work independently with minimal supervision and recommend innovative approaches for raising AFGE's profile and member education. Work is reviewed in terms of the results achieved, compliance with instructions, and timeliness. Work is also evaluated in terms of quality, quantity, effectiveness, and efficiency.

VI. STATEMENT OF DIFFERENCES

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Candidate has a minimum of 2 years of combined work experience in conceiving, shooting, and editing short and documentary-style videos. Ability to effectively deliver artfully shot and edited video products under minimal supervision. Candidate must demonstrate strict adherence to deadline, scope, and budget constraints on a project-by-project basis.

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Candidate has a minimum of 3 years of combined work experience in conceiving, shooting, and editing short and documentary-style videos. Ability to effectively deliver artfully shot and edited video products under minimal to no supervision. Candidate must demonstrate strict adherence to deadline, scope, and budget constraints on a project by project basis.

Candidate must demonstrate an advanced comprehension of video projects in an advocacy context with the ability to conceive and execute compelling video campaigns.

VII. WORK ENVIRONMENT

This job operates in a professional environment working to establish Federation and Departmental goals. The incumbent will routinely use standard office equipment such as computers, fax machines, scanners, and phones/smartphones. Travel is occasionally required and position may require long periods of travel. Long hours are periodically required. The employee will periodically be required to do some lifting and/or move items over 10 pounds.

VIII. EEO STATEMENT

AFGE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, marital status, sexual orientation, personal appearance, gender identity and/or gender expression. In addition to federal law requirements, AFGE complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. The policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.