

## VIDEOGRAPHER

### Job Description:

We are seeking a creative and skilled Videographer to join the media and communications team at GD Goenka Flagship School, Vasant Kunj. The ideal candidate will be responsible for conceptualizing, capturing, editing, and producing high-quality video content that effectively showcases school events, activities, student achievements, and daily life. The videographer will ensure that all content reflects the school's values, culture, and brand identity, while engaging parents, students, and the wider community.

### Key Responsibilities:

- **Video Production & Filming:** Plan, shoot, and produce high-quality videos for various school purposes including assemblies, cultural events, sports, workshops, competitions, and promotional campaigns.
- **Creative Conceptualization:** Collaborate with the communications team and school staff to understand the objectives of each project, and contribute creative ideas for storyboarding, scripting, and visual storytelling.
- **Technical Expertise:** Set up and manage cameras, lighting, sound, and other video equipment to ensure professional output. Troubleshoot technical issues during shoots.
- **Editing & Post-Production:** Use professional video editing software (e.g., Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve) to edit and enhance video content, add graphics, animations, subtitles, and audio tracks to produce polished, engaging final products.
- **Content Management:** Maintain an organized video library, catalog footage, and archives for easy access and future use. Ensure all content is properly labeled and stored securely.
- **Live Coverage:** Assist in live-streaming school events, workshops, or webinars, ensuring smooth execution and high-quality streaming.
- **Documentation & Highlights:** Capture candid moments, student projects, interviews, and key school activities to document school life and highlight achievements for internal and external communication.
- **Brand Consistency:** Ensure all video content aligns with the school's branding, messaging, and quality standards.
- **Compliance & Safety:** Follow school policies regarding privacy, copyright, and safety while recording and sharing media content. Obtain necessary permissions for student participation in recordings.
- **Collaboration & Coordination:** Work closely with teachers, administrative staff, and the marketing/communications team to prioritize projects, meet deadlines, and deliver high-quality content.
- **Innovation & Trends:** Stay updated with latest trends in videography, editing, and visual storytelling; propose innovative techniques to enhance video content quality and engagement.