**岗位说明书——影像及视觉传达专员岗位**

所属部门：媒体与设计中心 汇报机制:媒体中心负责人

**岗位职责：**

1. 独立承担学校日常活动、一般宣传片的摄像、摄影工作，以及图片处理、视频编辑、视频美工、后期制作等工作内容；
2. 独立策划短视频、栏目、宣传片等，承担宣传片文案、脚本的撰写；

3、定期收集并整理学校影像素材，建立学校影像素材库；

4、负责部门视频设备的维护和管理工作；

5、带领并指导学生影像团队制作影像作品；

6、年度视频制作计划的提报、视频制作费用的管控；

7、承担其他和新闻、影像、视觉传达有关的工作;

8、完成部门交代的其他工作。

**必备条件：**

1、编导、影视制作、广告、传播学、新闻学等相关专业硕士及以上学位;

2、掌握PR、AE、Ps、Final cut等一个或多个影像制作软件；

3. 有较强的美术功底、审美和色彩把握能力；

4. 有较强的文字撰写、编辑、整合能力、创意能力、敏锐的信息捕捉、分析能力；

5、熟悉视频节目/栏目/频道/专题/资料的策划、制作和维护；

6、具有良好的英语听说读写能力

**优先条件：**

具有海外学习和工作经验的优先

**Job Description - Image and visual communication specialist**

Department: Media and Design Center Report to: Media Center Assistant Director,

**Responsibilities:**

1．Independently undertake the shooting and photography work of daily campus events, as well as image processing, video editing, video art, post production, etc;

2．Be able to plan short videos, columns, promotional films, etc., and be responsible for the writing of scripts;

3. Regularly sort out campus image materials and establish an image material library;

4. Responsible for the maintenance and management of video equipments;

5. Be able to lead and guide the student image team to produce image works;

6. Be responsible for proposing the annual video production plan and control the video production expenses;

7. Undertake other work related to news, image and visual communication.

8. other duties as required.

**Required Qualification:**

1.Master's degree or above in editing and directing, film and television production, radio and television, communication, news and other related majors;

2. Proficient in PR, AE, PS, final cut and other image production software;

3. Have strong art skills, aesthetic and color grasp ability;

4. Strong writing, editing, integration, creativity, keen information capture and analysis ability;

5. Be familiar with the planning, production and maintenance of video programs / columns / channels / topics / materials;

6. Good English listening, speaking, reading and writing skills

**Preferred:**

Overseas working or learning experience is preferred.