

A blue rectangular sign with white text that reads "Now Hiring".

Now  
Hiring



**QUALIFIED APPLICANTS SHOULD  
SUBMIT A RESUME AND CONTACT  
INFORMATION FOR THREE  
PROFESSIONAL REFERENCES TO:**

Pamela Lassiter  
Human Resources Director  
Illinois House of  
Representatives  
Office of the Speaker  
Room 419, Stratton Building  
Springfield, IL 62706  
plassiter@hds.ilga.gov

# Video Production Specialist/Videographer

OFFICE OF THE SPEAKER ILLINOIS HOUSE OF REPRESENTATIVES

The Illinois House of Representatives Office of the Speaker seeks an experienced video production specialist/videographer to fill a full-time salaried position primarily located in Springfield, Illinois. Ideal candidates will demonstrate experience with generating original ideas and executing their vision from concept to final product. The successful candidate will demonstrate the ability to (i) create visually appealing video material for mainstream social media platforms, (ii) perform under pressure, and (iii) handle multiple projects and deadlines simultaneously.

## **RESPONSIBILITIES:**

- Assist in managing and maintaining a studio and the video equipment
- Conceptualize, film, and edit a range of visual and video materials for the House Democratic Caucus
- Set up and film with Nikon Mirrorless cameras, studio lights, and audio recording equipment
- Develop and create content from start to finish
- Revise and edit work product based on feedback
- Organize and manage media assets for post-production
- Maintain an organized archive of all original materials developed
- Organize and maintain a production schedule
- Work with other creatives and communication specialists to implement multimedia elements into final project
- Limited travel may be required

## **REQUIRED QUALIFICATIONS:**

- Bachelor's Degree
- Comprehensive portfolio that demonstrates experience in filming, editing and storytelling through videography
- Experience in conceptualizing and creating visually appealing and striking video material, including an eye for detail
- Experience in generating video content for mainstream social media platforms, including Facebook, Twitter, Instagram, BlueSky and YouTube
- Strong proficiency in the latest versions of Adobe Creative Suite, specifically video editing using Adobe Premiere, Audition, and After Effects
- Experience in exporting media in different formats and aspect ratios
- Ability to work well in a collaborative creative process, accept constructive criticism, perform under pressure, and meet deadlines
- Ability to think proactively and develop original thoughts
- Ability to handle multiple projects and deadlines at once
- A demonstrated interest in and enthusiasm for state government, politics and policy, current affairs, public service or non-profit work, particularly in Democratic politics

## **WORK ENVIRONMENT:**

- Work is performed in the Illinois State Capitol Building Complex in Springfield, Illinois, which is open to the public. Security for the complex is provided by Illinois Secretary of State Police.
- The working environment on session days can be noisy, and the building can be congested with constituents, lobbyists, tour groups, and demonstrators.
- The person in this position needs to be able to remain in a stationary position for extended periods of time, as well as to move about inside the capitol building and grounds as necessary.
- The person in this position constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates with others and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm. Hours are subject to change during Session.
- Occasional weekends may be required.
- Some travel may be required

## **COMPENSATION:**

- Minimum of \$60,000, compensation based on experience and education;
- Health, dental, vision, prescription, behavioral health, and life insurance, for details, visit: <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>;
- Participation in State Employees' Retirement System;
- Optional participation in health savings account and deferred compensation programs; and
- Competitive vacation, sick, and personal time.

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