



# New Jersey Department of Environmental Protection

## Notice of Vacancy - Hourly

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**Title:** Videographer

**Posting Number:** COM-2024-1H

**Open to:** General Public

**Work Week:** Varied (up to 900 hours per fiscal year)

**Hourly Rate:** \$30.00 – \$40.00 per hour (Commensurate with experience and qualifications)

**Opening Date:** 10/22/2024

**Closing Date:** 11/12/2024

**Existing Vacancies:** One (1)

### Program/Location

Department of Environmental Protection  
Office of the Deputy Commissioner  
Communications Office  
401 East State Street  
Trenton, NJ 08625

**Scope of Eligibility:** Open to applicants who meet the requirements below.

**Description:** Under the direction of the DEP's Chief Communications Officer or designee, the agency's videographer/photographer will be responsible for videotaping and photographing events, filming clips for social media feeds, and creating short documentaries on a variety of DEP topics. Serves as videographer/photographer for the Department of Environmental Protection, recording specific events featuring high-level agency officials while working independently. Responsible for pre-production, set-up, and post editing of footage and digital asset management. Responsible for upkeep and maintenance of relevant equipment. Makes recommendations for the procurement of necessary materials and/or equipment.

**Specific to the Position:** Responsible for creating, producing, and editing videos for a variety of events and purposes including all digital asset needs, video production for internal/external use, and special projects. The appointee will have the ability to film potential content as well as make edits to a final product that can be used in various digital forms.

- Independently set up, film, and break down recording equipment
- Operate cameras in locations throughout the state of New Jersey to capture important moments or events
- Ensure the proper lighting and sound setup for video recording
- Edit video, including sound, to ensure a high-quality final product
- Incorporate special effects as necessary
- Stay up to date with industry trends, tools, and techniques
- Maintain all video equipment and software
- Work with social media team to capture footage for posts
- Archive and catalog all footage for protected storage and retrieval purposes

### **Preferred Skill Set:**

- Ability to work in fast-paced, rapidly changing environments
- Ability to work independently
- Multitasking skills for working with various with Communications Office members
- Creative thinking with an excellent eye for detail
- Strong verbal and written communication skills for collaborating with clients and members of the team
- Knowledge of pre- and post-production techniques
- Physical ability to transport, set up and hold recording equipment for long periods of time
- Understanding of videography equipment and computer software used for planning, editing, scripting and other production elements.
- Ability to use Adobe Lightroom

### **Requirements**

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

One year of professional experience relevant to the position.

OR

Associate degree or two years into a Bachelor's degree program from an accredited college or university or specialized training program with foundational knowledge of video production, film, cinematography, or related field.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

NOTE: "Professional experience" refers to work that requires a range and depth of specialized knowledge of the profession's concepts and practices; and is performed with the authority to act according to one's own judgement and make accurate and informed decisions.

Must be able to travel to the Trenton area frequently and also throughout the state.

**License:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit

<https://www.nj.gov/military/veterans/services/civil-service-preference/>

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**Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:**

Talent Acquisition Team

Division of Human Resources

E-mail Address: [DEP-HR-EXECUTIVE.Resumes@dep.nj.gov](mailto:DEP-HR-EXECUTIVE.Resumes@dep.nj.gov)

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

**SAME applicants:** If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit <https://nj.gov/csc/same/overview/index.shtml>, email [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144 and select Option #3.

**Posting Authorized By:**

Phiroza Stoneback, Manager

Division of Human Resources

**The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.**