

# **Truman Institute Summer Programs**

## **Video Producer's Job Description**

The Video Producer's job is very important. This person documents all the fun and academic activities occurring during our summer programs – particularly the Joseph Baldwin Academy and the Summer Talent Academy for Professions in Health.

During each session of the Joseph Baldwin Academy the Video Producer completed one 90-minute DVD summarizing the events of the Academy, as well as one 10-minute preview video for display at the Academy's Closing Ceremonies. Depending on scheduling considerations, the Video Producer may also be asked to capture footage for the Summer Talent Academy for Professions in Health or other short summer programs. The Producer will not be expected to edit products for these programs.

This is a very time consuming job. The successful applicant will be expected to complete the JBA Session I DVD within two weeks of the end of Session I. At the same time, the Producer will also be working on taping events during Session II. The Session II DVD will need to be completed two weeks following Session II. Since housing is unavailable once Session II ends and the Producer may still be working to complete the Session II DVD, utilizing other housing arrangements or this individual will need to have access to the same equipment/software they have been using on campus at their permanent residence.

### **BEFORE THE ACADEMY**

The Video Producer is required to attend orientation during the spring and participate in several days of training prior to the Academy session.

### **DURING THE ACADEMY**

- Ⓢ Find non-copyrighted or royalty free music to be used in the DVD (some such materials are available on campus).
- Ⓢ Film activities in each JBA class including attending some class field trips.
- Ⓢ Film all major activities - Below is a list of the all Academy events which occur both during the week and weekend.
- Ⓢ Film an assortment of activities held each night of the week.
- Ⓢ Interview all professors for the DVD while the session is in progress.
- Ⓢ Take pictures/create still frames for the memory book.
- Ⓢ Create a preview of the DVD to be shown on the final day of the Academy (approximately 10 minutes).
- Ⓢ Create a master DVD (approximately 1.5 hours) of all filmed activities. The DVD should contain menus, lists of all students in each class, the preceptors in each class, list of all staff, and the names of the Dean and the Assistant to the Dean.

**Note: videos must contain all original, non-copyrighted material.**

### **GENERAL INFORMATION**

- ◆ The Video Producer will live with staff, preceptors and students in the residence hall. Arrangements for housing between sessions is available.
- ◆ The salary is \$1200 per session plus room and board.
- ◆ The Video Producer may not be enrolled in summer classes during the Academy.
- ◆ The Video Producer needs to be available to capture the unpredictable.
- ◆ The Video Producer is a representative of Truman State University and is expected to act in a manner befitting this responsibility.

## **CONTRACT DATES**

- ◆ Session I: June 7 – July 2, 2017; Session II: July 5 - July 30, 2017 (or until the master videos for each session are completed). **Any side assignments for recording other Truman Institute events will be contained within the above-mentioned dates.**
- ◆ The Video Producer **must** arrive and be moved in by 12:00 pm on June 7 & July 5.
- ◆ Training will begin after lunch.

## **PROGRAM DATES**

- ◆ Session I: June 10– July 1, 2017; Session II: July 8 - July 29, 2017

## **EQUIPMENT REQUIREMENTS**

Access to the required equipment is essential to completing the work of the Video Producer. The Truman Institute will supply an HD Video Camera (using Mini DV tapes), a tripod, and a lapel microphone. A HD-quality Flip Video Camera is also available. The Producer may use their own recording equipment provided they can demonstrate the quality of the product prior to use.

The Video Producer will be expected to provide:

- Their own computer with sufficient storage space to manage captured and edited video. An external hard drive is available on request. The Truman Institute cannot move desktop units into the dorm.
- Their own software for editing and producing the DVD (iMovie, Avid, Final Cut, or Adobe Premiere are preferable. Windows Movie Maker is not acceptable.) Students will regular access to editing equipment and software (such as News 36 employees) may rely on those facilities provided they secure the consent of managing faculty and students.
- Students are reminded that a number of high-quality video production tools are available during limited hours in Pickler Memorial Library.

**Both “All Academy” events and minor activities listed will occur in Session I & II.**

**All Academy Events**

These events will occur on week nights and weekends. All events are subject to change and videographers are expected to be available when the schedule changes.

**Week 1**

|     |   |
|-----|---|
| Sat | Check-In (9am-4pm) at Ryle Hall Main Lounge                   |
| Sun | Scavenger Hunt & Picture on the Baldwin Steps (5:45pm)        |
| Mon | Wal-Mart (you can ride in the buses with students) (7:30pm)   |
| Wed | Game Show in the SUB or JBA Carnival on the Quad (7:30pm)     |
| Sat | Water Olympics from 1-5pm (Rugby Field)                       |
|     | Dance from 7:30 pm–11pm (SUB Down Under)                      |
| Sun | Lazy Day – watching movies (not necessary to be there at all) |

**Week 2**

|        |   |
|--------|---|
| Mon    | Wal-Mart (you can ride in the buses with students) (7:30pm)                   |
| Wed    | Halloween (Ryle Courtyard, University Farm & Kirk Memorial for Haunted House) |
|        | Talent Showcase (4:15pm – Ryle main lounge)                                   |
| Friday | activities as planned by Co-Activities Directors (7:30pm)                     |
| Sat    | Quiz Bowl & Dodgeball Tournament from 1-5pm (Pershing)                        |
|        | Dance from 7:30-10:30pm (SUB Down Under)                                      |
| Sun    | Outdoorsey Day – Thousand Hill State Park                                     |

**Week 3**

|          |   |
|----------|---|
| Tues     | activities as planned by Co-Activities Directors (7:30pm) |
| Thursday | Showcase for some classes                                 |
| Fri      | Closing Ceremony – need the short video (meet at 4:45pm)  |
|          | Quiz Bowl Finals 8:00 pm                                  |
|          | Dance from 9:00 pm -12:00 am (SUB Down Under)             |
|          | All-nighter at Pershing Arena 12:00 am – 6:00 am          |
| Sat      | Check out in Ryle Hall Main Lounge (8:00 am-11:00 am)     |

**Minor activities**

These are held each week night from 4:00-6:00 pm or 7:30-9:30 pm

|                    |  |
|--------------------|--|
| Sporting events    | Stud Rec Center, Ryle Courtyard, Rugby Field, Southfield, Pershing Arena, Thousand Hills Lake, etc |
| Craft activities   | Ryle Lounge or in the 3 <sup>rd</sup> or 4 <sup>th</sup> floor lounges                             |
| Cooking activities | Ryle in the 3 <sup>rd</sup> or 4 <sup>th</sup> floor lounges                                       |
| Games              | Ryle Courtyard or main lounge  |

# Truman Institute Summer Programs Video Producer Application Process

## Eligibility Requirements

In order to apply for the video producer position you must:

- 1) currently be a full-time student at Truman
- 2) have a minimum cumulative GPA of 3.0
- 3) be supportive of the University goals
- 4) enjoy working with high-ability teenage students and be high-energy individuals

## Application Materials

You should prepare a letter of interest which should include the skills you possess in order to complete a high quality DVD, your related work experiences, and why you are interested in working with Truman Institute summer programs. You will also need to complete the attached application, provide us with a current resume and a short sample of your past video experience. All application materials should be given to Jana Morton in McClain Hall 303. Review of applications will begin January 23 and will continue until the position is filled. At this time you should also schedule a time for your interview with the Dean. Within a few weeks of the interview, Jana will notify you of the decision regarding your employment with the Joseph Baldwin Academy by email.

For furthermore information about our programs, visit our websites at <http://jba.truman.edu>. If you have any questions about the application process, feel free to contact Jared Young, Dean ([jyoung@truman.edu](mailto:jyoung@truman.edu)) or Jana Morton, Assistant to the Dean ([jmorton@truman.edu](mailto:jmorton@truman.edu)).

# The Truman Institute

## Application for Video Producer

Name \_\_\_\_\_ Banner ID# \_\_\_\_\_  
Last First Middle

Local Address \_\_\_\_\_ Local Phone \_\_\_\_\_  
Address City State Zip

Permanent Address \_\_\_\_\_ Permanent Phone \_\_\_\_\_  
Address City State Zip

Cell Phone \_\_\_\_\_ Email address \_\_\_\_\_

Who were you recommended by (if applicable) \_\_\_\_\_

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**Education:** List your education background and any special honors you have received.

College \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Major \_\_\_\_\_ Cum G.P.A. \_\_\_\_\_ Special Honors \_\_\_\_\_

High School \_\_\_\_\_ City, State, Zip \_\_\_\_\_

G.P.A. \_\_\_\_\_ Special Honors \_\_\_\_\_

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**Skills:** Please list any hobbies, interests, talents, abilities or experiences that might be useful for sharing/interacting with gifted 13-15 year olds. (Optional)

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**Employment History:** Please list present or last place of employment first.

Place of Employment: \_\_\_\_\_

Address & Phone number: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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Place of Employment: \_\_\_\_\_

Address & Phone number: \_\_\_\_\_

Duties: \_\_\_\_\_

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Place of Employment: \_\_\_\_\_

Address & Phone number: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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**References:** Please list three faculty or staff references.  
These are references only, **not** letters of recommendation.

\_\_\_\_\_

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**Letter of Recommendation:** Please request a letter of recommendation from one of the faculty or staff listed above **OTHER THAN** your nominating professor. This letter should address your responsibility and capacity to serve in a teacher/mentor relationship with young people. You may have the professor email the letter to [jmorton@truman.edu](mailto:jmorton@truman.edu) or send it in campus mail to McClain Hall 303, Attn: Jana Morton.