

**Sample Volunteer Job Description created by the Oakville Arts Council.
Do not apply to this position.**

Organization name: The Oakville Arts Council

Organization website: www.oakvillearts.com

Brief description about organization: The Oakville Arts Council enriches the creative life of Oakville by celebrating and highlighting local talent in all arts disciplines.

Volunteer job title: Videographer

Volunteer job description (include tasks): The Videographer will work with the communications team to execute a strategy that highlights the excellence of artistic talent across all disciplines in Oakville and raises awareness of the arts.

Primary Responsibilities:

- Provide one 1-2 minute vignette per month from story assigned by the Communications Manager using OAC equipment provided;
- Develop additional story ideas;
- Film, edit and post stories after approval from Communications Manager;
- Post on YouTube when requested

Qualifications:

- Knowledge of video techniques and standards;
- Experience as a videographer or enrolment in related post-secondary education program;
- Familiarity with the arts sector an asset;
- Driver's license an asset

Benefits offered: Mileage and honorarium paid; reference letter; work experience for resume.

Time commitment: Five to six hours per month.

Location: Flexible and will vary. Locations will depend on story. Editing location will be at the discretion of videographer. Some meetings may occur at 2302 Bridge Road as needed.

Contact info (name, email phone): Giulia Simonato, giulia@hotmail.com, 416-894-5544

Best way to contact: Please send an email to Giulia via email only with your current CV attached.

Deadline to contact organization: November 8, 2014, 5:00 p.m.