

May 22, 2017

Proposal to the AS Board of Directors to approve job descriptions for video production personnel for the AS Communications Office.

Recommended motion: To approve the job descriptions for the Video Coordinator and Assistant Videographer positions for 4-quarter positions, with the hiring process for the positions to begin immediately.

As a follow-up to the AS Communications Office Assessment recommendation approved by the AS Board to incorporate KVIK's videography work into the structure of the AS Communications Office, this is a request to approve the job descriptions of two positions to support AS promotional and historical videography and photography. The Communications Office will use these positions to produce a variety of videos including *WWU Upkeep*, promote significant AS events, create general AS office promotions, provide Facebook live streams for AS offices, and document AS history by maintaining a searchable database of produced work. This work will enable the AS to have significantly more video content on social media and digital signage.

The Video Coordinator is a 4-quarter salaried position that would report to the AS Communications Director, and be responsible for all production of work, and supervision of the hourly Assistant Videographer. The hourly Assistant Videographer position would work an average of 12 hours/week. The salaries for these positions would be covered by the salary dollars currently allocated in the KVIK budget for FY '18. The intent of having two people producing video is to provide for the weekly volume of work anticipated, as well as to provide multiple vantages, using two or more cameras, for better qualitative outcomes. A minimum of two personnel is critical to the success of this initiative.

Since summer offers the AS the greatest amount of flexibility for getting long term projects done, it would be ideal for both the salaried and hourly positions to work together all four quarters.

Thank you,

Jeff Bates, AS Publicity Center Coordinator
Mohammad Ebrahimi, AS Communications Director

Current Salary Budget Recommended by Budget Committee to AS Board

Approved Salaries in KVIK Budget	\$14,195
Fringe	\$426
Total	\$14,621

Salary Budget for Video Positions in Communications Office**with 4-quarter AS Video Coordinator and 4-quarter Hourly Assistant Videographer Position**

AS Video Coordinator	\$8,815
4-quarter, salaried at 15 hours/week	
Hourly Assistant Videographer	\$5,400
4 quarter, 12 hours/week (not including finals weeks and Including 7 weeks of summer quarter)	
Total Salaries	\$14,215
+ Fringe	\$426
Total	\$14,641