

# **Hiring Packet**

## **Videographer | State Capability Enhancement Project (SCEP), Office of Development Commissioner Government of Meghalaya**

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# **Job Description:** Videographer | State Capability Enhancement Project (SCEP), Office of Development Commissioner Government of Meghalaya

## **About the Project**

**The State Capability Enhancement Project or SCEP** is an initiative by the state leadership in Meghalaya to employ an adaptive approach for addressing complex problems. The approach of SCEP is inspired by **Problem-Driven Iterative Adaptation (PDIA)** and Ronald Heifetz' **Adaptive Leadership**, two methodologies developed at Harvard Kennedy School of Government. A key guiding principle of SCEP is facilitating collaborative and local problem-solving, and, in the process, building systems that are more responsive to development needs and can support a long-term, sustained transformation of the state. The project entails implementing and evaluating adaptive approach-inspired projects in multiple fields of importance to public welfare. Currently, there are four active projects under SCEP:

- 1. Green Meghalaya Movement:** State Rural Employment Society (SRES), under the Community and Rural Development Department (C&RD), is building state capability to facilitate and support community action to improve management of local natural resources.
- 2. Maternal & Child Health:** The Department of Health & Family Welfare is leading systemic reforms such as strengthening health facilities, improving block-level coordination of healthcare, and building community institutions to improve key health outcomes of the state.
- 3. Early Childhood Development Mission:** Government of Meghalaya is building systems to improve the health and cognitive abilities of children through ensuring adequate nutrition and childcare in the critical period of early childhood.
- 4. Women's Leadership:** Government of Meghalaya is implementing several measures to strengthen women's agency and participation in decision-making, such as developing a network of SHGs, reserving leadership positions for women in local institutions, and coaching & mentoring for leadership development.

## About the Position

We are looking for a talented Videographer who can shoot and record raw footage and package them into finished projects that matches the vision of Meghalaya state Capability Enhancement Programme (SCEP) and render it suitable for broadcasting. They should be able to bring sight and sound together in order to weave a cohesive story.

### Responsibilities include:

- Working closely with the Media and Communications Lead and all members of the SCEP team, for all photography and video production assignments.
- Creating a storyboard/script for team review before beginning the shooting and editing process.
- Taking a brief grasp of the production team's needs and specifications.
- Review shooting script and shoot and collect raw material to create a shot decision list based on scenes' value and contribution to continuity.
- Trim footage segments and put together the sequence of the film/video/documentary.
- Input music, dialogues, graphics and effects.
- Create rough and final cuts.
- Ensure logical sequencing and smooth running.
- Consult with team members, right from the production to post-production process.
- Continuously discover and implement new editing technologies and industry's best practices to maximize efficiency.

### Functional Competencies:

- Creativity and innovation in video production.
- Ability to work in a team as well as work autonomously.
- Ability to work under high pressure and in difficult situations to deliver quick results.
- Enjoy working in a demand-driven environment, motivated by a willingness to respond rapidly and effectively.

### Education:

- Minimum graduate degree. A degree in cinematography/filmmaking would be an asset.

### Experience:

- At least 4-5 years of experience in professional video production and editing (or film-making, direction, shooting etc.) required.
- Must have a demonstrated experience in video production; Sample/s of uploaded videos is to be shared, along with the application form for review.
- Professional video editor/producer with demonstrated experience in video production relating to humanitarian and development issues with experience using professional video editing software such as Final Cut Pro, Adobe Premiere or similar software.

- Experience with different video format conversions for download and online streaming.
- Long Standing experience in covering subjects in a sensitive context and challenging environment.

**Language:**

- Fluency in English, written and spoken is a must.
- Working knowledge of local languages (Khasi, Garo or Pnar) would be a considerable asset.

**Terms**

This is a full-time role based in Shillong. The Videographer will be offered a one-year contract initially, with possibility for extension, and will be paid INR 35,000 per month. This position will report directly to the Development Commissioner and his team members under SCEP.

**To Apply**

To Apply for this role, you can either submit your latest resume, cover letter with the application form and a few work samples to the following email address: [scep.communication@gmail.com](mailto:scep.communication@gmail.com). You may also submit a scanned application to the above email address. Please clearly mention the position applied for in the subject line.

**OR**

Application can also be submitted as hard copies to the O/o Meghalaya Basin Development Authority, C/o, Meghalaya State Housing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong, Meghalaya – 793003.

# Videographer | Application Form

This is the application form to apply for the position of Videographer in the Office of the Development Commissioner, Planning Department, Government of Meghalaya. Please use this form if you are not able to use the application link in the JD.

<b>Full Name</b>
<b>Contact Information (Email Address &amp; Phone Number)</b>

## Education History

Please provide information on your education credentials. You can add information up to two degrees. If you have more than two degrees, please provide information on the two most relevant degrees.

<b>Degree #1 (Required)</b>
Name of College, University, etc
Name of Degree
Grade Percentage or Rank
Year of Degree _____

<b>Degree #2 (Optional)</b>	
Name of College, University, etc	
Name of Degree	
Grade Percentage or Rank	
Year of Degree	

## Work Experience

Please provide information on your work experience. If you have more than two work experiences, please provide information on the two most relevant experiences.

<b>Experience #1 (Required)</b>	
Name of Organization or Company	Position & Brief Description of the Experience

<p>Time Period of Employment <i>(Eg. Jan 2019 to June 2020)</i></p>	
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<b>Experience #2 (Optional)</b>	
<p>Name of Organization or Company</p>	<p>Position &amp; Brief Description of the Experience</p>
<p>Time Period of Employment <i>(Eg. Jan 2019 to Jun 2020)</i></p>	

## **Storyboard/script assessment exercise**

Click on this link to read the article:

<https://www.indiawaterportal.org/articles/meghalaya-villages-join-hands-save-environment-and-bolster-women-empowerment>

**Assignment 1:** Please read the given article and come up with two generic scripts/storyboards spanning

- up to 30 mins and
- less than 5 minutes

**Assignment 2:** What prompted you to apply for this position? What unique element can you bring to the table to add value to the media and communications unit of Meghalaya's State Capability Enhancement Team?

*(Please limit your answer to not more than 300 words)*