

GUYANA WATER INC.

JOB DESCRIPTION

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| Job Number: | MDO – 007 |
| Job Title: | Technical Operator |
| Location: | Head Office |
| Department: | Chief Executive Office |
| Reports to: | Communications Officer |
| Purpose: | To provide technical support to the Communications Unit of the Guyana Water Incorporated by developing content which includes videos, Reels, brochures, flyers and other visual material both print and digital to communicate the work being done at GWI. |

Main Duties and Responsibilities

- Film, photograph and video edit press conferences, community meetings, interviews, Television, Radio and Podcasts materials and any other activity deemed relevant for the communications unit.
- Shoot and video edit advertisements, documentaries and infomercials to highlight the work of the company.
- Conduct audio recordings where and when necessary.
- Design flyers, programmes and other documents that require an artistic style for internal and external use by the company.
- Conceptualize innovative concepts for visual content from a technical standpoint.
- Assist in uploading videos, photos and flyers to social pages and website.
- Compile creative video/pictorial slides for presentations.
- Create concise video content for mainstream and social media.
- Assist in the co-ordination of all Public Relation activities to inform residents via visual aids.

Qualifications and Requirements

Diploma in Graphic Design and Content Creation

Certificate in Video Production/Cinematography or any other related field, 5 CSEC subjects plus 2 years' experience in photography and filming or video production

OR

5 CSEC subjects plus 5 years' experience in photography and filming or video production

COMPETENCIES

- Graphic designing

- Proficient in/ Experience in PhotoShop, Final Cut, Adobe Premier, After Effects, Canva or any other photo/video editing software/ audio editing experience a plus
- Knowledge of relevant equipment / software to conduct duties in an efficient manner
- Ability to troubleshoot technical challenges and deliver the best video/audio quality in the field
- Set up lighting and audio for shoots

Working Conditions

Must be willing to work outside of normal working hours and be willing to travel to other regions.