Job Description – Videographer / Motion Designer

Department: Communication / Public Relations

Location: Agence Togo Digital, Lome, Togo

Reporting Manager: Head of the Communication Unit

Functional collaboration: All departments of the Agency

Positions available: 2

Main Mission

Under the supervision of the Head of Communication, the Videographer/Motion Designer will be responsible for producing, filming, editing and helping to distribute audiovisual content that showcases the projects, reforms, platforms and initiatives of the Togo Digital Agency, as well as any other digital-sector project the Agency is involved in and for which their input is requested.

They ensure the artistic and technical quality of video productions intended for social media, the web, events, institutional campaigns and training sessions.

Expected Deliverables

- Institutional videos and on-demand reports on the Agency's various projects/activities
- Tutorials and instructional capsules for the use of digital platforms supervised by the Agency
- Promotional spots and awareness videos.
- Interviews and testimonials from users or partners.
- Filming and editing of official events.
- Management of broadcast sessions (Zoom, livestreams, etc.)
- An organised, accessible audiovisual library
- Audiovisual coverage reports
- Organised banks of videos and photos from the Agency's various activities

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Responsibilities

1. Concept and production

- Contribute to defining audiovisual concepts related to digital projects.
- Carry out filming (camera, drone, etc.) and ensure production quality
- Design storyboards for videos in agreement with the creative team.
- Ensure the quality of deliverables and meet deadlines.

2. Editing and post-production

- Carry out video editing, graphic design and audio mixing.

- Add appropriate subtitles, animations and visual effects.
- Ensure visual and audio consistency with ATD's graphic and editorial charter
- Guarantee the technical quality of images and sound

3. Distribution and optimisation

- Adapt formats to different channels (social media, website, TV).
- Optimise videos for better accessibility and visibility.
- Ensure the archiving and management of audiovisual content.

4. Collaboration and reporting

- Work closely with the Communication, UX/UI and Product teams.
- Take part in events and provide audiovisual coverage.
- Produce activity reports and suggest continuous improvements.

Qualifications

- Required diploma: at least a Baccalauréat, second part (BAC II), supplemented by training in audiovisual production, digital communication or an equivalent field.
- Certified training in audiovisual production
- Professional experience: at least 3 years in video production and editing; experience in motion design would be an asset.
- A portfolio of audiovisual work will be required.

Required Skills

- Proficiency in filming techniques (cameras, drones, lighting, sound).
- Excellent command of editing and post-production software (Adobe Premiere, After Effects, Final Cut Pro, DaVinci Resolve, CapCut, etc.).
- Knowledge of digital broadcasting formats and standards.
- Basic knowledge of live broadcasting
- Knowledge of AI video production
- Artistic sense, creativity and the ability to tell a visual story.
- Good understanding of institutional communication issues.
- Ability to work under pressure and meet deadlines.
- Collaborative spirit and sense of innovation.