



Government of the Co-operative Republic of Guyana
Environmental Protection Agency



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Job Title:	Videographer / Graphic Designer	Job Code:	V&GD
Department / Division:	Communications / Permitting and Compliance	Position Type:	Full Time___ Part Time ___ Contractor___ Intern___
Location:	Head Office – Georgetown	Scale Grade:	7 (Commensurate with Qualifications)
Reporting To:	Head - Communications		
Supervises:	None		

Overall Objective

To develop and produce high-quality visual and multimedia content that effectively communicates the Environmental Protection Agency’s strategies, policies, programmes, and environmental initiatives, while enhancing public awareness, stakeholder engagement, and environmental education.

Duties and Responsibilities

1. Plan and shoot video footage for various projects such as events, commercials, corporate videos, documentaries, and social media content.
2. Operate video cameras, lighting equipment, and audio recording devices.
3. Capture and edit raw footage into polished final products using video editing software (e.g., Adobe Premiere Pro, Final Cut Pro, etc.).
4. Collaborate with directors, producers, and clients to understand project requirements and creative
5. direction.
6. Manage video equipment, ensuring it is maintained and ready for use.
7. Ensure proper lighting, framing, and audio quality during shoots.
8. Stay updated with the latest video production techniques, trends, and technology.
9. Design visual materials including posters, brochures, flyers, banners, reports, and infographics.
10. Ensure all designs align with the Agency’s branding and communication guidelines.
11. Provide multimedia support during official Agency events, conferences, and outreach programmes.
12. Manage multiple projects and meet deadlines efficiently.
13. Occasionally assist with scriptwriting, storyboarding, and post-production tasks.

Requirements

Qualifications and Work Experience:

- A Diploma in Communications, Journalism, Graphic Design, Film, or Videography, or related field with five (5) years relevant Experience.
- OR
- A minimum of an Advanced Certificate in Media Production (Adobe Premiere Pro/ Adobe After Effects) with seven (7) years relevant experience.



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Competencies:

- Proficiency in operating video cameras and related equipment (e.g., lighting, microphones).
- Strong video editing skills using software such as Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve, or Similar.
- Understanding of video formats, codecs, and compression techniques
- Knowledge of sound recording and mixing, computer literacy, excellent interpersonal, writing, and oral skills.

Created By:	Radhika Ramphal – HR Officer	Date:	13/03/2026
Reviewed By:	Joel Ally – Communication Specialist	Date:	15/03/2026
Revised By:		Date:	
HOD verified:		Date:	
Issued To:		Signature:	
		Date:	