

Duty Location: **The Hague, NLD****JOB DESCRIPTION****Technician (Photography and Video Production)****General Services – Creative Media Centre**Grade: **B-3**

This is a position within the NATO Communications and Information Agency (NCI Agency), an organization of the North Atlantic Treaty Organization (NATO);

The NCI Agency has been established with a view to meeting to the best advantage the collective requirements of some or all NATO nations in the fields of capability delivery and service provision related to Consultation, Command & Control as well as Communications, Information and Cyber Defence functions, thereby also facilitating the integration of Intelligence, Surveillance, Reconnaissance, Target Acquisition functions and their associated information exchange;

General Services (GS) provides effective and efficient internal services to the NCI Agency and acts as the interface to the NATO Office of Shared Services in the area of General Services. The services include Security, Building & Facility, Prototyping, Travel, Transport, Supply & Stores, Conference Services, Audio and Visual Support, Creative Media Support, and Registry;

GS operates with three different business models – provision of services to NCI Agency, delivery of services from GS to 3rd parties (shared services) and management of service delivery from 3rd parties to NCI Agency.

As a 'one stop shop', the Creative Media Conference Services (CMCS) enables the Agency's strategic messaging through developing effective and consistent content, and establishing a professional look and feel for all electronic and printed communication and media used for (strategic) project, business and corporate communication Agency-wide.

Duties:

Under the supervision of the Head, Creative Media Conference Services (CMCS), but often on own initiative, the incumbent will perform duties such as the following:

- Take studio and on-location photographs and video recordings of events, visitors, equipment and computer screens during field tests, exercises and in operational environments to feature in official NCI Agency documents, brochures, video productions, presentations and websites, and for external stakeholders, media and press;
- Edit and print photographs using dedicated software and printers;
- Under the direction of the Creative Media Manager or the Copywriter/Video Producer, creating video clips and news items on scientific, technical, social and educational subjects, including but not limited to sound recording, camerawork, video editing and sound editing;
- Under the direction of the Lead Photographer/Videographer and the Creative Media Manager, create short content for social media and other platforms, focused on storytelling;
- Manage, operate and maintain all photographic, video and audio devices, including but not limited to photo/video cameras, video and sound editing systems;
- Support and advise Agency staff in photo, video and audio techniques;
- Investigate, specify and monitor current and future needs in the areas of photography, video and audio production (equipment, software, maintenance, supplies) to ensure uninterrupted delivery of services;
- Stay abreast of all professional software and hardware developments, and industry developments in areas of responsibility;
- Assess the relevance for implementation at the Agency to increase quality and efficiency of work;
- Perform administrative tasks to file, stock and order all materials involved, while following established work processes and trying to improve them where possible;
- Deputize for higher grade staff, if required;

- Performs other duties as may be required.

Experience and Education:

- A higher vocational training in a relevant discipline (such as, photography or film/video production) with 1 years post related experience;
- Or a secondary educational qualification with 3 years post related experience;
- Minimum experience as photographer and video cameraman/editor of 1 year;
- Experience with professional and broadcast level photo and video (HD) systems and equipment;
- Understanding of Colour Management principles and ability to apply;
- Strong knowledge and experience with the use of PC and MAC based systems and dedicated photo, video and audio editing applications (AVID Media Composer/Symphony, ADOBE Photoshop, Audition), digital multimedia compositing and authoring software, and conversion tools;
- Able to work as a member of a creative team.

Desirable Experience and Education:

- A higher vocational training in both photography and film/video production;
- Working experience with office automation tools (Microsoft Office);
- Experience in other working areas covered by CMCS in order to perform back-up duties in these areas when required;
- Prior experience of working in an international environment comprising both military and civilian elements;
- Knowledge of NATO responsibilities and organization, including ACO and ACT.

Language Proficiency:

- A thorough knowledge of one of the two NATO languages, both written and spoken, is essential and some knowledge of the other is desirable.
- **NOTE:** Most of the work of the NCI Agency is conducted in the English language.

Competencies or Personal Attributes:

- Creating and Innovating - Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.
- Delivering Results and Meeting Customer Expectations - Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.
- Applying Expertise and Technology - Applies specialist and detailed technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different organizational departments and functions.
- Adapting and Responding to Change - Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.
- Coping with Pressures and Setbacks - Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life.
- Working with People - Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.
- Adhering to Principles and Values - Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organizational and individual responsibility towards the community and the environment.