



VIDEOGRAPHERS |

The JAZZ Exchange is a New York City-based organization that has gained recognition in the Tri-State area. Incorporated in 2018 as an LLC and run by the Founders and a diverse volunteer team of music professionals and experts. Administrative and creative guidance provided by the Founders and Artistic Producer. We bring people together in unexpected spaces in the New York/ NJ area. We're artists, music lovers, and organizers. We're a company of musicians who support the arts and continue to build communities through music. We create, perform, listen and work to make intimate live music experiences that connect us all. Every Secret Show is focused on building community as our guests DISCOVER new venues + MEET new people + EXPERIENCE new artists.

OUR MISSION

The Jazz Exchange is an organization committed to connecting communities through music while creating a platform for established and upcoming musicians. The purpose of this organization is not only to create performance opportunities for musicians but also to connect with audiences around the world, cultivate and flourish youth development through music education, exposing our diverse communities to the public through video and audio. The Jazz Exchange maintains the efforts to support our youth, artists, and music educators through virtual and online platforms that will continue to sustain the jazz community.

THE ROLE

We are looking for **Videographers**, you will support the execution and production of our Secret Shows based on the area and location we are hosting a Secret Show. You will work as part of the production team that creates video recordings for our Secret Shows. You will also direct multi-camera studio equipment and video switching, DVRs, switching equipment and a piece of digital editing equipment called an edit controller. Working closely with The Jazz Exchange admin team, you'll be the production crew on-site day of the event to ensure our events sound amazing and run smoothly while bringing the magic on the soundboard at our Secret Shows.

The Jazz Exchange has worked with over 250+ artists, hosted 15+ shows around the New York area. Our 300K+ audience members and growing are engaged with our online presence and attend Secret Shows in-person.

WHAT YOU'LL DO

- Capture sufficient film footage of artists, venue, audience members, and live performances in unique spaces
- Work with on-site team coordinator & performers to prep for the show



- Work closely with the team coordinator to identify the best ways to set up for the day of the event
- Working closely with the audio engineer to capture the best video and audio as the production team on-site.
- Attend meetings for the assigned Secret Shows
- Available to work several Secret Shows in the same area/locations
- Ability to work individually and in a team environment.
- Able to manage multiple products simultaneously.
- Comfortable using your own equipment that meets the standards for high-quality filming
- Figuring out what type of equipment to use for various venues and setups
- Cleaning and disassembling hardware
- Setting up and tearing down cameras, audio recorders, lighting, microphones, and props
- Calibrating and maintaining equipment
- Doing small repairs on broken equipment if necessary
- Preparing background film or “B” rolls as well as a live feed before and after the event
- Troubleshoots problems with the equipment
- Interviewing people and creating a film clip via editing raw footage
- Acknowledges that all video recordings derived from the Secret Show (artist performances, host venue) in connection with this production are owned by The Jazz Exchange and cannot be monetized for personal use unless approved by The Jazz Exchange.

WHO YOU ARE

- Genuine, demonstrated commitment to supporting artists and local music
- Comfortable working & communicating with creatives in high-pressure situations
- Excited by a dynamic pool of artists, venues, and unique visual scenarios
- Manual dexterity, physical mobility, and some physical strength/stamina
- Bravery to get the camera shot in risky situations
- Creativity and attention to detail
- Ability to work under deadline pressure
- Organization to manage their time efficiently
- Ability to capture snippets of film and be able to edit it into a cohesive story
- Flexibility and good listening skills
- Enough patience to wait for the perfect shot
- Energy and determination
- Technical acumen to be able to operate, configure, set up, and fix video, audio, lighting, or other production equipment
- Someone who has a passion for capturing and creating a live experience through the lens during our Secret Shows
- Bringing your skills and expertise to our Secret Shows to make sure we capture the best sound based on the different locations and ensemble size.



DIVERSITY, EQUITY & INCLUSION

We are proud to have a global workforce and strive towards having a diverse workplace. DEI is important to us, the music, and our culture.

COMPENSATION, PAY EQUITY

Our people and team are precious and important to us - we aim to treat them as such. At The Jazz Exchange, we feel strongly about the compensation that we provide across the board so that no matter your skillset or experience you're paid fairly.

LEARNING & DEVELOPMENT

We will take the time to help develop and create a learning culture through basic training and meetings to discuss your growth and what we expect from you.

HIRING JOURNEY

We'll work with you closely to support you throughout the hiring process. If your resume shows that your skills and experience have synergy with the job description, then we'll hop on a call to say "Hello" and to start getting to know one another. If it's not the right opportunity this time, we'll always let you know. Typically our hiring processes vary based on the team and amount of shows we will be needing you for. You'll be guided through the process by our Jazz Exchange team and a brief interview to connect over the phone.

CONFIDENTIALITY

The Videographer hereto agrees that each shall treat confidentially the terms and conditions of this Agreement and all information provided by each party to the other regarding its business and operations. All confidential information provided by a party hereto shall be used by any other party hereto solely for the purpose of rendering or obtaining services pursuant to this Agreement and, except as may be required in carrying out this Agreement, shall not be disclosed to any third party without the prior consent of such providing party. The foregoing shall not be applicable to any information that is publicly available when provided or thereafter becomes publicly available other than through a breach of this Agreement, or that is required to be disclosed by or to any bank examiner of the Custodian or any Subcustodian, any Regulatory Authority, any auditor of the parties hereto, or by judicial or administrative process or otherwise by Applicable Law. The Jazz Exchange Secret Show information, shared documents, or our online website cannot be copied or used by the team leader outside of The Jazz Exchange events. If files or documents are shared and used by the team leader for outside and third party purposes the Team Leader will be dismissed from The Jazz Exchange administrators.