



# PTOC VIDEOGRAPHER/EDITOR JOB POSTING

**POSTING DATES:** February 19, 2026

**REPORTS TO:** G.Ivanov, Station Manager

Rossmoor Walnut Creek has an opening for a Part-Time On-Call Videographer to join Rossmoor's Television Department, Channel 28.

This is a variable-hours, part-time position. Work week and work hours will vary based on community needs. Must be able to work varying days and times, including nights, weekends and holidays, without direct supervision. Part time On Call position (up to 19 hrs a week) with no RWC Benefits.

## **Duties and Responsibilities:**

- Videotapes various Rossmoor community events (meetings, entertainment, etc.).
- Accurately edit and proof own work as well as that of others;
- Inserts graphics, music and other elements as required.
- Submits all work product for proofing and critique, proof others' work as assigned.
- Effectively manage time to meet editing deadlines
- Other duties as required, falling under the purview of the Manager.

## **Qualifications and Requirements:**

- Must be knowledgeable in use of Adobe Premiere / Final Cut Pro Editing Software;
- Must be knowledgeable in use of cameras and lighting;
- Must possess excellent spelling skills and ability to communicate ideas in writing;
- Must be able to proof own work as well as others;
- Demonstrated ability to perform assigned tasks without constant supervision;
- Must have 2-3 years' experience in the audio-visual field;
- Previous experience with robotic (PTZ) camera systems and multi-camera live switching is desirable;
- Previous experience working with senior communities helpful and desirable.
- Local applicants preferred.

## **Additional Requirements:**

- Clean and valid California driver license and satisfactory driving record are conditions of initial and continued employment.
- Ability to meet the Dept. of Homeland Security requirements confirming identity and right to work in the United States is required.
- Offer is contingent upon satisfactorily passing pre-employment background check and drug test.
- Previous employment must be verifiable.

**CONTACT:** To apply for this position, email your resume and cover letter to: [recruiting@rossmoor.com](mailto:recruiting@rossmoor.com)

**ROSSMOOR WALNUT CREEK IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**