



**Request for Proposals:** Videographer in Residence  
**Location:** Lake County, IL and Chicagoland Area, Remote and In Person  
**Reports to:** Contracted Communications Manager of Brushwood Center  
**Project Duration:** One year  
**Stipend:** \$24,000 (\$2,000/month)  
**Apply by:** March 20, 2025

## **Scope of Work**

### **Purpose:**

Brushwood Center seeks a Videographer in Residence to document programs and events and create marketing materials throughout the year.

### **Organization Overview:**

#### *Our Vision*

We work toward a future of resilient and connected communities, both human and ecological, where all lead healthy and thriving lives.

#### *Our Mission*

Brushwood Center works collaboratively with community partners, artists, health care providers, and scientists to improve health equity and access to nature in Lake County, Illinois, and the Chicago region. We engage people with the outdoors through the arts, environmental education, and community action. Brushwood Center's programs focus on youth, families, Military Veterans, and those facing racial and economic injustices.

### **Objectives:**

The Videographer in Residence collaborates with the Communications Manager to plan and execute video projects. This role provides valuable insight and assistance to Brushwood Center's marketing and storytelling, related but not limited to:

- Brushwood's expanding programs, initiatives, partnerships, and brand
- Events and program marketing to our audience and community
- Key calendar events, strategic campaigns, and special donor and fundraising projects

### **Specific Tasks:**

- Works with the Brushwood team and current Communications contractors to identify strong opportunities for video storytelling.
- Works with the Brushwood Staff and the Communications Team, including part-time Communications Coordinator and in-house designer to determine project objectives.
- Works with the Brushwood Programs Team to document program events appropriately.
- Collaborates with Brushwood Staff and the Communications Team to determine specific monthly deliverables.
- Attends weekly Communications Team meetings as needed
- Builds engagement, trust, and advocacy through strategic communications with our audiences.
- Follows brand consistency and voice through all storytelling.

### **Skills and Experience:**

- Strong video, photography, and editing background.
- Must have schedule flexibility for some evening and weekend filming.
- Proficiency in Google Suite, Adobe, Video Editing Software, Canva.
- Familiarity with best video practices, specs, and editing styles for social media platforms including Instagram, Facebook, YouTube, and LinkedIn.
- Excellent communication and creative problem solving skills.
- Ability to work with diverse creative feedback, teams, and approaches.
- Strong interpersonal skills and extremely resourceful in finding ways to complete tasks on time and with high quality.
- Proven ability to complete projects according to outlined scope, budget, and timeline.
- Experience in racial equity, diversity and inclusion initiatives preferred.
- Knowledge of ethical storytelling practice preferred.
- Experience in nonprofit marketing preferred.
- Understanding of environmental justice issues preferred.
- Fluency in Spanish is preferred, but not necessary.

### **Deliverables:**

- B-roll and 30-60 sec program recap videos (for website, Instagram, Facebook, and YouTube) for 2-3 programs each month
- Ongoing management of video records on shared drive and YouTube channel

- 5-minute impact video for Brushwood's annual fundraiser, comprised of content and interviews gathered throughout the year, in alignment with event storytelling goals.
- Additional projects as mutually agreed

**Artistic Benefits:**

- Artist spotlight in Brushwood's seasonal newsletter, *Thrive*
- Opportunity to host an event featuring your work at Brushwood
- Exhibition opportunity on the information screen at Brushwood Center at Ryerson Woods

**To Apply:**

Please Submit proposals to Megan Donahue, [mDONAHUE@brushwoodcenter.org](mailto:mDONAHUE@brushwoodcenter.org) and include the following:

- Examples of:
  - Previous event coverage
  - Previous social media content
  - Your favorite video you've made
- Three client references
- Describe what makes you uniquely suited for this project.
- Describe your DEIJ commitment.