VOLUNTEER POSTING

Videographer-Photographer & Video-Editor

Fife House is an innovative, client-focused provider of secure and supportive affordable housing and services for People Living with HIV/AIDS in the greater Toronto Area. Fife House currently has approximately 110 staff working across 6 location.

Fife House understands that historically marginalized groups in our communities often encounter barriers to full access and participation. We, therefore, commit to actively dismantling all forms of racism and systemic oppression with GIPA/MIPA at the forefront. As a settler agency, Fife House stands in solidarity with Indigenous and Black Peoples across Turtle Island and recognizes the role we have in the work of reconciliation and healing.

Brief:
Fife House is currently looking for volunteers to support the communications, events and fundraising efforts of Fife House in the role of Videographer & Video-Editor.

The Videographer-Photographer & Video Editor will work in collaboration primarily with the Fife House Development & Communications team, as well as other Fife House staff and volunteers – to capture raw photo and video footage – from events, interviews, volunteer stories – and turn the video footage into polished, engaging videos that convey our mission, values, and impact.

Travel within Fife House's various locations or venues in Toronto may be required in order to capture photo and video footage. The volunteer can conduct the bulk of video-editing work remotely/at home or operate in the Fife House office, but would be required to meet the Development & Communications at Fife House's head office, as needed. Transportation tickets can be provided if needed.

Reports to:
The volunteer Videographer-Video Editor will report directly to the Director of Development and Communications.

Duties and Responsibilities:
- Take photographs and film/record video (with provided camera or oyur own, or mobile phone) and/or work with provided raw footage.
- Edit video footage: cut, splice, arrange scenes; sync audio; add titles, captions, graphics, or simple motion graphics as needed, and perform color correction / grading, audio balancing or cleaning, and ensure visual + audio quality.

- Collaborate with staff or volunteers to understand the story/message priorities, convey tone, and align with our organizational voice.
- Deliver photos and/or final video(s) to Fife House staff. Videos should be optimized for online platforms (e.g., social media, YouTube, website) - various formats, resolutions, and aspect ratios.
- Organize media assets: label footage, manage file organization, keep backups to ensure smooth workflow.
- Be open to feedback and revisions; adapt to different project types (short social videos, longer feature-style content, interviews, event coverage).

Skills & Qualifications Required

- Previous experience editing video (professional, freelance, volunteer, personal projects)
- High degree of proficiency in video editing software.
- Proficiency in motion graphics or visual effects, and audio editing or sound-mixing
- Knowledge of video export formats, codecs, and best practices for online publishing (e.g. mp4, resolution/aspect ratio optimized for social media or web).
- Strong sense of storytelling — ability to shape raw footage into a compelling narrative with proper pacing, flow, and emotional impact.
- Attention to detail: ensure smooth cuts/transitions, consistent color and lighting, proper audio-video sync, no jarring jumps or errors.
- Good communication and collaboration: ability to liaise with the team, take direction / feedback, and work with staff, or other volunteers.
- Adaptability & time management: able to work on multiple projects or different types of video content; meet deadlines; adjust to shifting needs or feedback
- Self-motivated, with good organizational skills

Commitment:

- Variable hours, but a minimum average of 1-2 hours per week, for at least 6 months
- Location may vary depending upon the task/campaign.

How to Apply:

- Interested candidates should apply by completing the Online Volunteer Application Form, which can be found at https://www.fifehouse.org/volunteer-application-form.
- Include resume, and portfolio/reel showcasing past video work

For any questions, please email us at volunteer@fifehouse.org

Fife House is committed to upholding the values of equity, diversity and inclusion in our living and work environment. In pursuit of our values, we seek volunteers who will work respectfully and constructively with differences and across levels of power.