

## **Sports Photographer and Videographer**

Location: Campus Recreation (Lee Hall)

Supervisors: Campus Recreation Coordinator and Assistant Director of Campus Recreation

Type of Job: Part time temporary service position and/or work study available

### PRINCIPAL FUNCTION

- Document through photography and video a variety of Campus Recreation programs, special events, and services.

### RESPONSIBILITIES

- Take pictures at programs, special events, and activities.
- Prepare images for distribution and reproduction.
- Help maintain a library of images representing Campus Recreation.
- Required to work at intramural sports, special events, and campus wide programs in the evenings and on weekends.
- Organize, update, and implement the player of the week and employee of the month photos on the website and in the bulletin boards.
- Video tape intramural sports games.
- Video tape intramural sports staff for evaluation and training purposes.
- Develop sports training videos.
- Develop promotional u-tube videos for the Campus Recreation website and Facebook page.
- Create and develop power point presentations for Campus Recreation promotion and training.
- Maintain a working knowledge of all Campus Recreation programs, facilities and services.
- Works cooperatively with other staff members and areas of the department to achieve established goals.
- Promote and market Campus Recreation facilities and services.
- Performs other work or projects assigned.

### REQUIREMENTS

- Completion of the application and interview process.
- Provide samples of work and demonstrate the use of a digital and video camera as part of the interview process.
- Must be available to work 10 to 12 hours a week in the evenings and on weekends.
- Experience in digital photography.
- Experience using a video camera and creating videos.
- Experience using software to organize and edit photos and video.
- The desire to learn and attend training to use new software as needed.
- Ability to interact with diverse groups through a variety of situations.
- Ability to operate independently to meet deadlines and within departmental standards of conduct and professional expectations.

- Strong written and verbal communication skills.
- Strong computer skills.
- Enthusiasm, desire to learn, and desire to work as part of the marketing and promotional team.
- Have access to/own professional level photography equipment desired.
- As a part of the hiring process, each employee is required to attend an orientation session the last week in August, which is not paid.