



WAKE FOREST
UNIVERSITY

Department: Campus Recreation

Job Title: Photographer & Videographer

Reports to: Assistant Director, Communications & Community Relations

Number of Work Hours per Week: 2-15^{1*} hours per week

Summary:

Photographers & Videographers are a part of the Marketing Team within Campus Recreation. Photographers work with the professional staff members to coordinate photography of classes, workshops, and other events like club and intramural sport competitions. The role of Photographer for the Marketing Team requires photography skills (see preferred knowledge, skills, abilities), this position involves having effective communication skills and the ability to work independently, as well as, part of a team, and a professional demeanor while representing the Wellbeing Center while working.

Essential Functions:

- Provide quality photography to all individuals including faculty, staff and students
- Positively represent the Wellbeing Center and Wake Forest University
- Attend staff meetings and required trainings
- Coordinate photography scheduling with professional staff
- Able to respond to emails in a timely manner
- Able to complete assigned tasks in a timely manner
- Able to meet at least three times per semester with the entire team and/or in an individual meeting with the Assistant Director, Communications & Community Relations
- DSLR camera operation, photographic composition, photo-editing
- Proficient in photography editing software (e.g., Adobe Photoshop, Adobe Lightroom, etc.)

Required Knowledge, Skills, and Abilities:

- Excellent communication, time management, and organizational skills
- Ability to collaborate and work independently
- Desire to take initiative in self-led projects
- Reliable, trustworthy and punctual
- Previous brand-related photography and/or marketing experience
- Ability to uphold and clearly communicate facility and university rules and regulations; apply safe practices, hold users accountable

Compensation/Incentives: Within the Wake Forest Wellbeing Center there are opportunities to assume additional responsibilities within the marketing team. All employees are eligible for performance-based incentives.

Note: This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

Campus Recreation seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply.

Contact: Connor Touhy touhyc@wfu.edu for additional information

^{1*} Flexible scheduling