

Department: Campus Recreation

Job Title: Photographer & Videographer

Reports to: Assistant Director, Brand Experience & Community Relations

Compensation: \$15/hour

Summary:

Photographers & Videographers are a part of the Marketing Team within Campus Recreation. Photographers and videographers work within the marketing team to capture content of fitness classes, sporting events, and special events. These creative members of the marketing team may be hired as a photographer, videographer, or both. This position requires effective communication skills and the ability to work independently, as well as part of a team, and a professional demeanor while representing Campus Recreation. Video and photo editing skills are preferred, but not required. Staff members are permitted to use their own equipment, but it is not required.

Acquired Knowledge, Skills & Experience:

At the conclusion of this position, a Campus Recreation Program Assistant should demonstrate the following competencies:

- Technology - Ability to use technology and equipment to support marketing team goals
- Communication - Proactive written and verbal communication with marketing team on projects and assignments
- Professionalism - Ability to visually represent Campus Recreation and adhere to deadlines and brand guidelines

Essential Functions:

- Provide quality photo and/or video assets for use in Campus Recreation marketing content
- Positively represent Campus Recreation 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
- Camera operation, photographic composition, photo-editing

Required Knowledge, Skills, and Abilities:

- Ability to work 2-5 hours per week
- 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
- (Preferred) Experience editing photos through Adobe Photoshop and/or Lightroom

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 the employee's supervisor.

Wake Forest seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply. Wake Forest University is committed to providing access and reasonable accommodation in employment for individuals with disabilities.