

Photo-Videographer Job Description

Reporting to the Assistant Dean, Student Life (ADSL) and/or the Innis College Communications Officer, the Photo-Videographer works with the Communications Officer to record, photograph & document the various events, workshops, information sessions and social activities that are offered through the Office of Student Life throughout the academic year.

This is a casual part-time job opportunity that is task-specific and expected to take approximately 10 hours a week, depending on event scheduling and time of year.

Working with the Assistant to the Dean, Student Life, and the Communications Assistant, the main responsibilities for this position are:

- To document Residence & Student Life via photography/videography
- Provide event photography for social and Student Life events that involve the entire Innis community
- Document the people, places and events that make the Innis Residence the vibrant place it is
- Assist the Registrar, Advancement and Principal's offices in documenting events through video or photos
- Edit and format data for inclusion in the Student Life newsletter and/or uploading to the website
- Work with the Graphic Designer to maintain a database of videos and photos for archival purposes
- Additional duties as required

This position is ideally suited for an upper-year Innis College student who has a comprehensive knowledge of the events and programming offered through the College's student groups and the Office of Student Life. This position will be especially useful to individuals considering careers in fine art, film, journalism, communication arts, and public relations.

Candidates should be organized and resourceful and have interest in the above, as well as having sufficient experience in:

- Facebook, Twitter and YouTube
- Basic photo/video management skills
- Attention to detail, especially dates, times & locations
- Ability to build relationships and make connections with the various student & administrative groups
- Must have tact, professionalism and be committed to maintaining confidentiality as required

The Photo-videographer will be paid an hourly rate of \$15.00/hr for hours worked. This position may be posted as a Work-Study position requiring a supplementary application.

If at any time the Photo-Videographer has any questions or concerns related to their employment, they should speak to the Assistant Dean, Student Life (ADSL) and/or the Innis College Communications Officer immediately.