



## Job Description- Videographer & Photographer

### Supervisor:

Marketing Coordinator

### Primary Function of Position:

- Assumes responsibility for recording video footage and images which depict Campus Recreation events and experiences
- Transport, set up, and operate various production equipment including cameras, audio and video recorders, lighting equipment, props, and microphones for location and studio production
- Importing and organizing photos after shoots
- Editing footage to produce stylized visuals and compelling stories that represent the University and convey the brand
- Ability to be artistic while at the same time creating professional photos
- Attend staff meetings, trainings and other work related meetings

### Qualifications:

- Advanced understanding of audio/video production
- Strong background with computer programs and software, as well as video editing and production software such as Adobe Premiere, After Effects, Photoshop, Audition, Media Encoder, Lightroom, and Encore and or Final Cut
- Strong ability to set priorities and manage workflow to fulfill objectives and goals according to deadlines in a fast-paced work environment
- Ability to collaborate with a variety of internal and external clients in a positive manner
- Strong communication and customer service skills
- Strong attention to detail and ability to prioritize and organize details cohesively

### Wages/Scheduling:

Routine office hours will be scheduled on weekdays between 8am to 5pm for editing and can be designed around courses. However, this position requires attending events on evenings and weekends in order to obtain footage. Therefore, hours may vary but generally will be between 10-15 hours a week during fall and spring and 5-10 hours a week in summer.

### Evaluation:

All Campus Recreation student staff undergo routine evaluations with supervisors as a student development opportunity. Opportunities will also exist to evaluate upwards on an anonymous basis.

### Other:

In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.

Texas State University will not discriminate against any person (or exclude any person from participating in or receiving the benefits of any of its activities or programs) on any basis prohibited by law, including race, color, age, national origin, religion, sex or disability, veterans status or on the basis of sexual orientation.