



University Students' Council – Position Description

Position Title:	Promotional Photographer/ Videographer Intern
Supervisor:	Manager, Promotions
Remuneration:	\$16 per hour
Hours of Work:	Maximum of 15 hours per week
Term:	June 2018-April 2019

OVERVIEW:

Reporting to the Promotions Manager, the Promotional Photographer/Videographer Intern is responsible for capturing and editing photos and videos for various USC events. Enhancing the overall student experience is paramount.

DUTIES AND RESPONSIBILITIES:

- (1) Plan and execute the creation of promotional photos/videos at various USC events.
- (2) Edit photos and videos captured at various events in a timely fashion.
- (3) Adhere to the various guidelines for capturing photos and videos at each event, which will be outlined by the Photography & Video Production Coordinator.
- (4) Work collaboratively with various USC Operations and USC Services to create promotional photos and/or videos.
- (5) Work with USC Promotions team to create and carry-out contests and campaigns to promote USC operations and events.
- (6) Maintain frequent communication with the Photography & Video Production Coordinator to maintain consistent visioning and outcomes.
- (7) Adhere to USC bylaws, policies, and procedures.
- (8) Complete a Final Report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

QUALIFICATIONS:

The qualified candidate must be an Undergrad student at Western University during their term as an intern.

KNOWLEDGE, SKILLS and ABILITIES:

- (1) *Project Management:* The Promotional Photographer/Videographer Intern will act as project manager for all projects related to their portfolio. Strong organizational and time management skills are paramount to the success of these projects. The Promotional Photographer/Videographer Intern should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.

- (2) *Interpersonal Communication:* The Promotional Photographer/Videographer Intern position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- (3) *Creativity:* Possesses a natural openness to new ideas and creative thinking. Have a tendency to demonstrate a high degree of curiosity and a propensity to “think outside the box” when designing and creating projects.
- (4) *Strong technical skills:* DSLR Photography, Adobe Photoshop, After Effects, Premiere, and Lightroom.
- (5) *Basic technical skills:* Microsoft Word, Excel, PowerPoint, Google Drive, Dropbox and Adobe Illustrator are assets.

TRAINING:

The Photographer/ Videographer Intern will be required to attend all USC-mandated training sessions for their position, as determined by Promotions Manager and the Promotions Department.

The Photographer/ Videographer Intern will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.