



University Students' Council – Position Description

Position Title:	Photography and Videography Intern
Supervisor:	Creative Manager
Remuneration:	\$40,000 Annual Salary + Benefits and Vacation
Hours of Work:	Full time position (35 hours per week)
Term:	June 1, 2024 - April 30, 2025

OVERVIEW:

Reporting to the Creative Manager, the Photography and Videography Intern is responsible for capturing and editing photos and videos for USC events, campaigns, and programming initiatives. Enhancing the overall student experience is paramount.

DUTIES AND RESPONSIBILITIES:

- Plan and execute photo and video projects for various USC events, campaigns, and programming initiatives.
- Edit photos and videos captured at events, programming, and shoots in a timely fashion and meet project deadlines.
- Adhere to the Creative Manager's guidelines for capturing photos and videos.
- Work collaboratively with various USC Operations and USC Services to create images and videos for their use in various creative assets.
- Work with the USC Communications team to develop and carry-out contests and campaigns to promote USC operations and events.
- Maintain frequent communication with the Creative Manager to maintain consistent visioning and outcomes.
- Adhere to USC bylaws, policies, and procedures.

QUALIFICATIONS:

- Must be a graduating student at Western University or be willing to take a full year off of school.
- Must be able to work irregular hours (outside of regular work hours Monday - Friday 9:00 am - 5:00 pm) to provide coverage for events, programming, and scheduled shoots.
- An Intern cannot hold another USC paid position, USC Councilor position, or Director position on the USC Board of Directors.

KNOWLEDGE, SKILLS and ABILITIES:

- *Project Management:* The Photography and Videography Intern will project manage all assigned work. Strong organizational and time management skills are paramount to the role's success. The Photography and Videography Intern should be flexible, critically assess and troubleshoot problems, and demonstrate effective problem-solving skills.
- *Interpersonal Communication:* The Photography and Videography Intern position requires strong interpersonal communication skills, given the need to work concurrently with several

project stakeholders. They must be able to provide constructive feedback to stakeholders and communicate expectations effectively through written and oral mediums.

- *Creativity*: Possesses a natural openness to new ideas and creative thinking. Demonstrates a high degree of curiosity and a propensity to “think outside the box” when developing and creating video and photo materials.
- *Strong Technical Skills*: DSLR photography, videography, video editing skills, Adobe Premiere, After Effects, Lightroom, and Photoshop.
- *Basic Technical Skills*: Microsoft Word, Excel, PowerPoint, Google Workspace programs, and Dropbox. Knowledge and skills in Adobe Illustrator, Blender, video animation, and creating 3D digital materials are an asset.

TRAINING:

- The Photography and Videography Intern will be required to attend all USC-mandated training sessions for their position, as determined by Creative Manager and the Human Resources Department.
- The Photography and Videography Intern will be expected to participate in a mandatory Health and Safety training seminar conducted at the beginning of their term.

ADDITIONAL INFORMATION:

Please note that the Intern positions are now full time roles with an **11-month contract from June to April**. These roles will be filled by graduating students of Western University in an undergraduate or professional degree program or those from the same programs willing to take a full year off. The work hours are 9:00am - 5:00pm from Monday to Friday; however, these hours are subject to change due to fluctuating operating hours. Work hours may be adjusted to accommodate the increased workload during peak periods. Occasional pre-approved overtime may be required.

The USC is operating fully in person, and thus the successful candidate must be able to work on campus. This position will receive Health and Dental Benefits, Defined Contribution RESP/Pension Plan and vacation.