



## ***University Students' Council – Position Description***

<b>Position Title:</b>	Photography and Videography Intern
<b>Supervisor:</b>	Manager, Photography & Graphics
<b>Remuneration:</b>	\$42,000 Annual Salary + Benefits and Vacation
<b>Hours of Work:</b>	Full time position (35 hours per week)
<b>Term:</b>	June 2, 2025 - April 30, 2026

### **OVERVIEW:**

The Photography & Videography Intern, reporting to the Manager, Photography & Graphics, is responsible for capturing and editing high-quality photos and videos that showcase USC events, campaigns, and programming initiatives. The ability to contribute to graphic design projects is an asset. This role plays a key part in enhancing the overall student experience while helping you build your portfolio and career readiness.

### **DUTIES AND RESPONSIBILITIES:**

- Plan, capture, and produce compelling photo and video content for USC events, campaigns, and initiatives. Edit photos and videos to ensure high quality, meeting deadlines and delivering impactful visual assets.
- Work closely with the USC's Graphic Designer, Promotions Manager, USC Interns, and the Manager, Photography & Graphics to conceptualize and execute promotional materials. Attend planning meetings to brainstorm ideas, set timelines, and align on campaign objectives. Contribute to graphic design projects when needed to enhance promotional efforts.
- Track and manage workflow, communicate with stakeholders, manage change requests, and deliver products on time.
- Adhere to the USC brand guidelines, USC bylaws, policies, and procedures.
- Gain valuable hands-on experience in communications and marketing while building your professional portfolio. Explore cross-functional opportunities within the USC to enhance your skill set and career readiness.

### **QUALIFICATIONS:**

- Prior knowledge, background, or experience in photography & videography is fundamental for this role.
- Prior knowledge, background, or experience in graphic design is an asset for this role.
- 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 Operation, AVP, Coordinator, Governance Leader) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.

#### **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:* Photography, videography, Adobe Premiere Pro, Adobe Lightroom or Adobe Lightroom Classic.
- *Basic Technical Skills:* Google Workspace programs, Adobe Illustrator, Canva and Dropbox. Knowledge and skills in video animation and After Effects 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 the People and Development 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.