



University Students' Council – Position Description

Position Title:	Part-time Photography & Videography Editor Intern
Supervisor:	Manager, Photography & Graphics
Remuneration:	\$18.50/hour
Hours of Work:	Part-time Position, 5-15 hours per week
Term:	June 2, 2025 - April 30, 2026

OVERVIEW:

The Photography & Videography Editor Intern, reporting to the Manager, Photography & Graphics, is responsible for editing high-quality photos and videos that showcase USC events, campaigns, and programming initiatives. This role is a remote work position, with the ability to do photo/video editing from home on a flexible schedule. This role plays a key part in enhancing the overall student experience while helping you build your portfolio and career readiness.

DUTIES AND RESPONSIBILITIES:

- *Creative Production:* Edit photos and videos to ensure high quality compelling content, meet deadlines and deliver impactful visual assets.
- *Collaboration:* Work closely with the Manager, Photography & Graphics to conceptualize and execute photo and video projects.
- *Project Management:* Track and manage workflow and deliver products on time. Keep track of your hours and report them weekly to the Manager, Photography & Graphics.
- *Administration:* Adhere to the USC brand guidelines, USC bylaws, policies, and procedures.
- *Professional Development:* 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 editing is fundamental for this role.
- 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 Editor Intern will project manage all assigned work. Strong organizational and time management skills are paramount to the role's success. The Photography and Videography Editor Intern should be flexible, critically assess and troubleshoot problems, and demonstrate effective problem-solving skills.
- *Interpersonal Communication:* The Photography and Videography Editor Intern position requires strong interpersonal communication skills. 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:* Adobe Premiere Pro, Adobe Lightroom or Adobe Lightroom Classic.
- *Basic Technical Skills:* Google Workspace programs and Dropbox. Knowledge and skills in video animation and After Effects are an asset.

TRAINING:

- The Photography & Videography Editor Intern will be required to attend all USC-mandated training sessions for their position, as determined by the People & Development Department. The Photography & Videography Editor 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 this position is on a part time basis, from June 2, 2025 to April 30, 2026. Editing will be up to you to complete within the deadline given, with hours allotted for how long the edit should take.

Work hours may be adjusted to accommodate the increased workload during peak periods.