

## Photographer JOB DESCRIPTION

### **Position Summary:**

Talented student photographers are sought to take photos at events and programs to be used in wide variety of marketing communications. Events and programs might include (but are not limited to) Illinites, Courtyard Café performances, Welcome Week, lectures, receptions, awards ceremonies, and more. Photographers will be expected to capture the energy and experience of these event and the participants through photography, and turn around these images within a very short amount of time. Photographers will have the opportunity to build their own portfolio of work through this employment opportunity. The Illini Union Marketing team is excited to be expanding and growing into multiple communications channels, and we need student assistance.

### **Essential Job Duties and Responsibilities:**

- Responsible for the delivery of a wide range of photographs from multiple events and programs.
- Covering all aspects of each assigned event, to ensure the experience of the event is captured through photographs.
- Processing and editing photos as needed for final use.
- Upload photos to shared server/file location where marketing staff have access to photos. Frequency of uploads to be determined on case-by-case basis.
- Meet regularly with marketing staff to review upcoming events, required photos, assignments and communications strategies where photos will be used.
- Assist marketing staff with social media plan and execution of resulting plan.

### **Organizational and Working Relationship:**

Student photographers will report to the marketing director and work closely with all marketing staff.

Student photographers do not supervise any other employees.

Student photographers will come in contact with diverse student groups, general public, tenants, all staff of the Illini Union and other departments on campus.

### **Required qualifications:**

- Must be enrolled student at the University of Illinois. Visit <http://www.ofsa.illinois.edu/aid/employment/> for a full explanation of eligibility requirements for student employment at University of Illinois at Urbana-Champaign.

- Strong photography skills are essential, including technical (lighting, depth-of-field, etc.) and artistic composition skills: must be able to capture creative and compelling images of people and scenes
- Photo editing skills
- Social media experience
- Must have polished interpersonal skills and ability to communicate with high-ranking campus administrators
- Ability to work independently with little supervision
- Availability in evenings and on weekends

**Preferred qualifications:**

1. Own camera equipment recommended
2. Previous experience in marketing, advertising, eBusiness, mass communication, public relations, or other related field.

**Other Information**

Student photographers will be receive regular performance appraisals. You will be expected to participate in the Illini Union Student Employment orientation (a paid professional development requirement).

A condition of employment is that student photographers are expected to assist in key events throughout the year e.g. Welcome Week, Winter Week of Welcome, Illinites, Late Nighter, Friday Night Films, Courtyard Café performances, and any other key event. Student employees are expected to portray a positive image, both internally and externally of the Illini Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.