

Photography Coordinator

Communications and Creative Services



Job Description	Use their creativity, technical and editing abilities to provide photography needs for CCS, Union departments, student organizations and other Student Affairs and University clients. They must be able to collaborate as part of a team as well as work independently in a fast-paced, deadline-driven environment.
Specific Duties & Responsibilities	<ul style="list-style-type: none"> • Capture and edit photography for a variety of subjects including, but not limited to events, headshots, and Carolina student life to be used in promotional materials and on social media • Follow assigned photography shot lists • Use project management software to-do lists and calendars to complete assigned file organization and editing requirements • Use a strong attention to detail when shooting and editing photography • Take direction from full-time CCS staff while also coming up with creative photography solutions • Maintain the utmost level of professionalism when working with clients and conducting photoshoots • Use non-assigned project time to update the CCS general shots library, study tutorials, read photography articles, research inspiration, etc. • Other duties as assigned
Requirements & Qualifications	<p>Required:</p> <ul style="list-style-type: none"> • Combination of formal training and work experience required • Proficiency in Adobe Lightroom on a MAC • Demonstrated knowledge of manual settings on a DSLR such as ISO, aperture, and shutter speed • Demonstrated ability to follow directions and complete required photography and editing requests • Demonstrated ability to meet deadlines in a fast-paced environment • Demonstrated ability to take direction and constructive feedback from managers and clients with a positive attitude • Must be comfortable serving as part of a diverse team that includes people with varying beliefs and backgrounds <p>Preferred:</p> <ul style="list-style-type: none"> • Working knowledge of Basecamp • Knowledge of Adobe Photoshop on a MAC for in-depth editing • Expected to have photoshoot availability outside of assigned work schedule
Learning Goals & Competency Development	<p>As a result of employment in this position, students will:</p> <ul style="list-style-type: none"> • Be exposed to continue professional development • Enhance creative problem-solving skills through day-to-day projects and responsibilities • Connect transferrable skills gained through this role to professional career goals
JobX LEARNING OUTCOMES (FWS Positions Only)	Professionalism & Work Ethic; Collaboration & Leadership; Creativity & Problem Solving
Available Openings	3

Hours	Monday – Saturday 3:00pm – 8:00pm (10 – 15 hours per week)
Hourly Rate	\$9.50
Time Frame	Academic Year 2019-2020
Contact Name	Beth Morris; Keith Hines; Keven Lewis
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