

Photography Assistant

Communications & Creative Services, Carolina Union

JOB DESCRIPTION:

Photography Assistants in Communications & Creative Services (CCS) 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.

Grade 3, Step 1 or 2 based on experience (8-10 in-office hours and approximately 3-5 out-of-office hours per week)

<p>RESPONSIBILITIES</p>	<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
<p>INTENDED LEARNING OUTCOMES</p>	<p><i>As a result of employment in this position, students will:</i></p> <ul style="list-style-type: none"> • Comprehend basic portfolio expectations related to photography and photojournalism • Gain experience providing photography services for a variety of clients and subject matter • Enhance creative problem-solving skills through day-to-day projects and responsibilities • Connect transferrable skills gained through this role to professional career goals
<p>REQUIREMENTS</p>	<ul style="list-style-type: none"> • Proficiency in Adobe Lightroom on a MAC required. • Knowledge of Adobe Photoshop on a MAC preferred for in-depth editing, but not required. • Must have knowledge of manual settings on a DSLR such as ISO, aperture, and shutter speed • Ability to follow directions and complete required photography and editing requests • Ability to meet deadlines in a fast-paced environment • Ability to take direction and constructive feedback from managers and clients with a positive attitude • Expected to have photoshoot availability outside of assigned work schedule. • Working knowledge of Basecamp is preferred, but not required • Must be comfortable serving as part of a diverse team that includes people with varying beliefs and backgrounds
<p>CEIA COMPETENCIES</p>	<ul style="list-style-type: none"> • Communication • Critical Thinking • Creativity