

CAMPUS REC

Video & Photo Production Specialist

Seasonal Freelance Position (Hours Vary) \$16.59/Hour

1 Position Available – Start Date: Summer 2024

Duties and Responsibilities

The Video & Photo Production Specialist plays an important role in capturing high-quality, professional photos and video, and producing educational and promotional videos for Campus Rec at Portland State University. This role is similar to freelance work such that the position will produce videos and attend various activities and events on an as-needed basis. Qualified candidates do not need to own their own professional grade still camera. The department has a Canon EOS 5D that this position has access to.

Expectations

- Punctuality at all activities and events
- Attend regularly scheduled marketing meetings
- Maintain 24-hour email response time
- Attend all-staff meetings and trainings when necessary
- Ability to provide creative photo and video ideas, concepts, and direction
- Aptitude in using photo and video equipment and editing software
- Proactive approach to duties and responsibilities
- Communicate effectively with Senior Coordinator of Marketing & Engagement and Student Coordinator
- Work with a largely diverse group and multiple program areas
- Demonstrate the ability to be adaptable, flexible, and willing to receive feedback
- Exhibits cutting edge initiatives

Typical Working Hours

- Hours vary based on current projects and events. A typical workweek might consist of anywhere from 1-10 hours a week. It will depend on the term and projects that are available.

Working Conditions

- Working hours can range from early morning to late night coverage of events
- Office environment/work from home
- Working in the public domain, including outdoors
- Ability to stand and/or sit for hours at a time
- Ability to carry 15-20 lbs. (including video equipment)
- Use of photo/video pass

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Minimum Qualifications

- Enrolled in and completes at least 6 credits for undergraduate or 5 credits for graduate for three out of four terms in the year
- Minimum 2.0 (3.0 for graduate) grade point average and maintain good academic standing throughout employment
- Proficiency with the latest digital video and photo production equipment
- Proficiency with Adobe Premiere and/or Final Cut Pro video production software
- Proficiency with professional photo editing software such as Adobe Photoshop and/or Lightroom
- Commitment to Campus Rec's mission statement
- Positive attitude
- Ability to respond to emergency situations
- Good communication skills
- Ability to work with people
- **Must successfully complete a background check**

Preferred Qualifications

- Experience working with diverse populations
- Strong interpersonal and communication skills
- Demonstrated leadership qualities
- Experience in sports and/or movement photography and videography

Application Instructions

1. Complete our Campus Rec [Job Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
 - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
 - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at crecjobs@pdx.edu with the subject line stating "Position Name, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](mailto:ckwong@pdx.edu) at ckwong@pdx.edu.

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Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

Deadline for Submission: Monday, July 8 2024 at 8 am.