

# CAMPUS REC

## Photo/Video Production Specialist

1-5 Hours/Week • \$16.96/Hour

1 Position Available – Start Date: Summer 2026 or September 2026

*We accept Federal Work Study Applicants, but not required*

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

The Photo & Video 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 with set weekly office hours for editing and content management. 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.

Supervisor for this Position: Carolina Starrett, Marketing & Engagement Coordinator, [carstar@pdx.edu](mailto:carstar@pdx.edu)

### Duties and Responsibilities

- Concept and produce videos to promote Campus Rec and its programs on social media
- Collaborate with marketing and program staff to produce a variety of videos, including but not limited to event highlights, member profiles, program features/advertisements, training videos for current/prospective Campus Rec staff, health promotions, orientation/new student videos.
- Pre-production responsibility includes conceptualizing, storyboarding, planning, scheduling shooting, directing and facilitating production; conducts field-based video production which involves interacting with the campus community and operating all portable video and audio equipment; transports and sets up equipment as required
- Post-production responsibility includes editing, sourcing music, special effects where appropriate, video compression for appropriate output and uploading videos to appropriate platforms
- Attend regularly bi-weekly marketing meetings

### Expectations

- Commitment to [Campus Rec's Mission and Values](#) and [Commitment to Equity](#)

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- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds
- Punctuality at all activities and events
- 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
- Communicate effectively with Marketing & Engagement Coordinator and Student Coordinators.
- 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
- Hold and adhere to regularly scheduled office hours

## **Working Conditions**

- 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 hours can range from early morning to late night coverage of events
- Location of Work: Around Campus Rec/gym facility, Office environment, work from home, Stott Field
- Type of Work: 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

## **Minimum Qualifications**

- Be in good academic standing: (Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate)
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions. These certifications can be provided at no cost to you through Campus Rec.
- **Must successfully complete a background check**

## **Preferred Qualifications**

- 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

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- 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](mailto: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](#) at [ckwong@pdx.edu](mailto:ckwong@pdx.edu).

Performance reviews and evaluations are given 6 months for student employees. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance. Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

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

**Deadline for Submission: Friday, May 29th, 2026 at 5pm**