

# PROMOTIONS OFFICE

**Organization name:** Promotions Office/Student Affairs Marketing (in the Division of Student Affairs)

**Job title:** Assistant Video/Photo Project Manager

**Reports to:** Creative Services & Production Manager, Video/Photo Project Manager

**Job objective:** Assists with scheduling photo services, video pre-production, and office related work to accomplish projects that meet the unique needs of the campus community.

\*\*This position has the opportunity to advance to the Video/Photo Project Manager with time in position and the successful completion of a training passport.

## Responsibilities:

- Assists with producing client-based projects
- Supports the Video/Photo Project Manager and Creative Services Production Manager in a variety of tasks
- Communicates with clients to confirm services
- Schedules client based services including photo coverage, photo booths, video event coverage and video productions
- Schedules team meetings and staff bonding events
- Completes office related tasks and projects
- Maintains communication via email

## Required qualifications:

- Film and Video major or related field of study
- Must be current GVSU student enrolled in at least 6 credits
- Ability to work in a fast-paced environment
- Highly motivated individual with the ability to work on a team
- Must be able to troubleshoot and problem solve on the fly
- Have strong leadership, organizational, and communication skills

## Preferred qualifications:

- Prior experience in business or management
- Prior experience working with clients
- Prior on set experience for video production
- Ability to work outside normal office hours, including weekends if needed

**Compensation:** Starts as a level 4A (based on the [GVSU Student Wage Rate Chart](#)) and increases based on prior experience and time in the position. 12-15 hours/week. Additional hours may be available on a project by project basis.

**Description of organization:** The Promotions Office is a student-powered creative agency that provides design, print, video, photo and digital marketing services for clients (on campus) which educate, inform, and inspire the campus community. We are a part of Student Affairs Marketing within the Division of Student Affairs.

**How to apply:** Deadlines and information about applying for this position can be found online at:

<http://gvsu.edu/promotions/apply>