

PROMOTIONS OFFICE

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

Job title: Camera Operator

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

Job objective: Operates the camera for client videos and assists on larger video productions.

**This position has the opportunity to advance to Cinematographer with time in position and the successful completion of a training passport.

Responsibilities:

- Creatively captures video b-roll of events and client productions
- Acts as a Grip or AC on larger productions
- Assists in lighting scenes with a variety of equipment
- Adapts style of cinematography based on video concept
- Develops skills using new equipment
- Works efficiently to stay on schedule
- Assists in office with projects as assigned
- Attends weekly production team meetings
- Maintains and properly utilizes gear for production

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 and learn quickly
- Highly motivated individual with the ability to work on a team
- Must be able to troubleshoot and problem solve on the fly
- Ability to lift heavy objects
- Ability to work outside normal office hours, including weekends if needed

Preferred qualifications:

- Prior experience working with:
 - Cameras (mirrorless, DSLRs),
 - Camera support (gimbals, jib, etc.)
 - Grip & electric gear (c-stands, stingers, etc.)
- Familiarity with other set positions and experience with set procedures

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. Hours are available on a project by project basis and can be flexible with course schedules.

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>