

# PROMOTIONS OFFICE

**Organization Name:** Promotions Office (Office of Student Life)

**Job Title:** Cinematographer

**Reports to:** Bobby Nielsen (Video Manager) & Project Manager(s)

**Job Objective:** Operates the camera and works as the director of photography for a variety of video productions.

## **Responsibilities:**

- Operates camera during production and lights scenes
- Creates shot lists as requested
- Maintains gear and assists with inventory
- Creatively captures video coverage for various events
- Maintains continuity throughout production
- Adapts style of cinematography based on video concept
- Works efficiently to stay on schedule
- Attends meetings & assists with creative development
- Acts as a 1<sup>st</sup> AC on various projects as needed

## **Required Qualifications:**

- Film and Video major or related field of study
- Must be current GVSU student enrolled in, at least, 6 credits
- Strong organization and communication skills
- Understand shot composition, movement, and color
- Experience with the following:
  - Lighting systems (Kinoflo, Arri lights, etc.)
  - Camera support gear (Dolly, jib, etc.)
  - DSLR cameras

## **Preferred Qualifications:**

- Prior experience managing the camera department
- Familiarity with other set positions and experience with set procedures
- Ability to work outside normal office hours, including weekends if needed
- Active in some aspect of Student Life

**Compensation:** Wages are competitive with video production-related jobs on campus. Increases with experience. Weekly hours vary with projects and time of year.

**Description of organization:** The Promotions Office is a team of young professionals who strive to inform, educate, and inspire the GVSU community through creative and innovative promotional materials. The Video Team continuously works to provide a high quality professional product for our clients.

The Office of Student Life strives to engage students in a variety of experiences that will offer opportunities for growth and development. Through the many programs, services, and leadership opportunities offered, students are provided with an environment to gain skills that will complement their academic programs and help prepare them for the future.

**How to apply:** Deadlines and information about applying for this position can be found online at:  
<http://gvsu.edu/promotions/apply>