

# PROMOTIONS OFFICE

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

**Job Title:** Cinematographer (SE+)

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

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

## Responsibilities:

- Works efficiently to stay on schedule
- Attends meetings & assists with creative development
- Maintains gear and assists with inventory
- Creatively captures video b-roll, event coverage, and smaller productions
- Creates shot lists and lighting diagrams for larger productions
- Operates camera during larger productions
- In charge of lighting during production
- Adapts style of cinematography based on video concept

## Required Qualifications:

- Film and Video major or related field of study
- Must be current GVSU student enrolled in at least 6 credits
- Understand shot composition, movement, and color
- Experience with the following: Cameras (DSLR, mirrorless), Camera support (gimbals, jib, etc.), Lighting systems (such as LED, tungsten, etc.), and Grip & electric gear (c-stands, stingers, etc.)
- Ability to lift heavy objects
- Highly motivated individual with the ability to work on and lead a team
- Must be able to troubleshoot and problem solve on the fly in a fast-paced environment
- Familiarity with other set positions and experience with set procedures
- Ability to work outside normal office hours, including weekends if needed

## Preferred Qualifications:

- Prior experience managing a camera department
- Strong organization and communication skills
- Active in some aspect of Student Life

**Compensation:** Starts as a level 4A and increases based on prior experience and time in the position. Hours are available on a project by project basis.

**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 design, print, photo, and video promotional material. 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>

