

# PROMOTIONS OFFICE

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

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

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

**Job Objective:** Provide high-quality photography services on a project-by-project basis.

**Responsibilities:**

- Photograph a variety of events and special projects
- Show up prior to and on time to every event
- Maintain file organization of projects within set office standards
- Adjust RAW photographs using Adobe Lightroom
- Export and batch process RAW photographs to JPEG
- Maintain consistent and correct exposure and color balance
- Adapt the style of photography based on client requests and needs
- Work independently and efficiently to stay on schedule

**Required Qualifications:**

- Current GVSU student enrolled in at least 6 credits
- Proficient experience capturing photos with proper exposure using DSLRs on full manual mode
- Strong organizational and communication skills
- Ability to independently manage time
- Experience with photo processing through Adobe Lightroom
- Past experience with event photography

**Preferred Qualifications:**

- Comprehensive knowledge of manual, off-camera flash systems
- Thorough understanding and use of Adobe Lightroom
- Experience with photo editing through Adobe Photoshop
- Ability to work outside normal office hours (including weekends if needed)
- Active in some aspect of Student Life

**Compensation:** Starts as a level 3A 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>

