

PROMOTIONS OFFICE

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

Job title: Video/Photo Project Manager

Reports to: Creative Services & Production Manager

Job objective: Works directly with clients as a producer to create videos that meet their unique needs for the campus community.

Responsibilities:

- Produces client-based projects
- Performs tasks in role of Director for projects
- Assists the DP in a variety of tasks
- Works as AD to set production schedules and manage production on shoots
- Organizes and schedules meetings and production shoots
- Keeps the team up to date with current projects and plans
- Meets with potential clients about their projects
- Creates budgets and monitor expenses through production
- Collaborates with other departments to complete shoots
- Oversees the production process from start to finish
- Maintains professional relationships with individuals across the campus community
- Sets deadlines and keeps the team accountable/on track to meet them
- Upholds team values as role model for crew

Required qualifications:

- Film and Video major or related field of study
- Must be current GVSU student enrolled in at least 6 credits
- Prior experience in producing for video production or on set experience outside of classes
- 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 exceptionally strong leadership, organizational, communication skills

Preferred qualifications:

- Previous background in business or management
- Prior experience with working with clients and project management
- Ability to work outside normal office hours, including weekends if needed

Compensation: Starts as a level 6A (based on the [GVSU Student Wage Rate Chart](#)) and increases based on prior experience and time in the position. 15-18 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>

