

PROMOTIONS OFFICE

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

Job title: Photographer

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

Job objective: Provide high-quality photography services including: marketing content, specialized event coverage, formal headshots, and high-end portraiture 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 Classic
- 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
- Operate and maintain cameras, off-camera flashes, and grip gear
- Communicate with clients via email
- Participate in regular team meetings

Required qualifications:

- Photography major OR prior professional experience (portfolio is required)
- Current GVSU student enrolled in at least 6 credits
- Proficient experience capturing photos with proper exposure using mirrorless or DSLR cameras 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
- Experience with photo editing through Adobe Photoshop
- Ability to work outside normal office hours (including weekends if needed)

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.

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>

