

Employment at SAE

University of Mary Washington
Student Activities and Engagement

SAE Photographer

- 5-10 hours a week
- Starting Rate: \$8.00/hr
- Start Date: August, 2016

Summary

The SAE Photographer is a member of the publicity team, assisting the Senior Coordinator for Publicity, and SAE staff in documenting student events on campus. Responsibilities include, but are not limited to, attending campus events to take pictures, managing the SAE digital portfolio and reaching out to student leaders to receive press passes. Experience in digital photography, with an eye for the visual medium is mandatory.

80% - Photo Documentation

- Attend and take photos at student organization events
- Create robust calendar of scheduled photo shoots
- Hold weekly check-in meetings with member of SAE staff

10% - Digital Portfolio Management

- Manage SAE's digital portfolio – including keeping images up to date and well organized
- Editing and touching up digital images when appropriate
- Create “Year in Review” collection of images for presentation to Director of SAE

5% - Student Organization Outreach

- Work alongside the Senior Student Coordinator for Publicity to select and highlight images for SAE's social media platforms

5% - Other duties as assigned

Qualifications:

- Experience in digital photography – digital portfolio will be required for application consideration
- Working knowledge of Adobe Photoshop and CS Suite
- Schedule flexibility – with nighttime and weekend availabilities, as hours will vary.
- Strong interpersonal skills, and attention to customer service.
- Ability to work well, both independently and as a part of a team.
- Attention to detail and completes work in a timely manner.
- Reliable and responsible, with an ability to work independently