Position: Photography/Videography Graduate Assistant

Department: College of Education

Term of Appointment: Year-long assignment, possible renewal for additional years/semesters.

Salary: $11,000+* (at least $5,500/semester) 20 hours/week
*Increased stipend is available depending on experience

Primary Duties: The Photography/Videography Graduate Assistant will assist the College of Education with supplying photography and videography to supplement the College’s marketing materials. Must be willing to work flexible hours to cover assignments and special events as needed.

Required Experience: Professional experience or advanced training is preferred but not required. Please provide samples (portfolio, website, etc.) for review.

Essential Functions:
- Photograph/Video collection materials, designated subjects or events using state-of-the-art techniques in order to provide video/photographic needs for exhibition, publication, press release, web sites, social media, research, public relations or preservation purposes.
- Work with Communications as well as constituents across the College to provide video and photographic services that support the College of Education brand.
- Utilize creativity as well as knowledge of lighting, composition, camera/lens combination, and editing software.
- Perform the planning and producing of photo/video shoots and completing all post-production processing.
- Perform editing, correction, archival and file storage. Perform digital imaging necessary to the production of high-quality photographic prints and images for exhibition, publication, research or preservation purposes.
- Recommend the purchase of photographic equipment and supplies.

Photography and Videography Media Production:
- Utilize creativity as well as knowledge of lighting, composition, camera/lens combination, and editing software such as: Adobe Photoshop, Premiere Pro, After Effects, and Photo Mechanic, or similar.
- Select the appropriate camera angles, picture/video composition, filtering, lighting, or other treatment necessary to produce a desired message or special effect.
- Accurately present subjects and activities by photography and through effective collection preservation and presentation.
• Advise on technical problems in photography, camera, lighting, image processing and production.
• Maintain records; prepare reports and correspondence related to the work.
• Work efficiently with others.
• Work creatively under the pressure of deadlines.
• Maintain favorable public relations with collection donors and repository management.

*Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

**To Apply:** Please send an inquiry to College of Education Communications & Outreach Coordinator, Kelsey Hand at kelsey.hand@unlv.edu. Please include your resume and relevant photo/video portfolio samples in the inquiry.

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