



Photography & Videography Assistant

Position: Photography & Videography Assistant

Department: Office of Sustainability

Supervisor: Katharine Targett

Pay Rate Level: Varies depending on experience and class year

Phone: 610-758-3692

Location: STEPS 426

E-Mail: kat516@lehigh.edu

Description: The Office of Sustainability is seeking members to become part of a team specializing in photography and videography. The Photography & Videography Assistant will promote campus programs and efforts through photos and short videos.

Responsibilities may include:

- Photographing sustainability events and sustainability efforts on campus
- Taking photographs for use on Office of Sustainability websites and social media
- Taking headshots of Office of Sustainability employees
- Developing scripts for videos, based on current sustainability initiatives
- Interviewing and filming individuals and groups on campus for videos
- Creating and publishing videos on Office of Sustainability and Lehigh media streams
- Attending weekly staff meetings

Preferred Qualifications:

- Experience taking photos
- Experience with digital photo editing
- Experience with digital video editing (iMovie, Windows MovieMaker or FinalCut)
- Knowledge of new trends in video creation and editing
- Dedication to long-term, detailed projects

Notes: The intern will be expected to work 4-10 hours per week. This position will start in late August 2018.

To Apply: Please complete the application available on [Handshake](#) or complete this [form](#). In addition, send a copy of your resume to sustainability@lehigh.edu.

Deadline: Open until filled