



## **Photography and Videography Assistant**

**Position:** Photography and 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 264

**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 and Videography Assistant will promote campus programs and efforts through video and image.

### **Responsibilities may include:**

- 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
- Photographing sustainability events and sustainability efforts on campus
- Taking headshots of Office of Sustainability employees
- Taking photographs for use on Office of Sustainability websites and social media
- Attending weekly staff meetings

### **Preferred Qualifications:**

- 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, with some variability based on event needs starting in late August/early September 2017.

**To Apply:** Please complete application available at <https://sustainability.lehigh.edu/Jobs>

**Deadline: open until filled**