



**TITLE:** Photography & Videography Assistant

**DEPARTMENT:** Office of Sustainability

**REPORTING STRUCTURE:** Reports to Marketing & Communications Specialist

**SUMMARY:** The Office of Sustainability is seeking members to become part of a team specializing in photography and videography. The Photography & Videography Assistant will procure visual content primarily focused on Lehigh's sustainability efforts, initiatives, programs, practices, and events.

The Photography & Videography Assistant will learn about the use of visual content for marketing and communications. In addition, the Photography & Videography Assistant will learn about and execute production workflows, setting up shoots, post-production processing, archiving digital assets, and executing strategies set within an independent and collaborative setting.

Examples of marketing mediums that this position will produce content for include print and digital mediums such as social media accounts (Facebook, Instagram, Youtube, etc.), websites, emails, posters, flyers, infographics, and reports.

The position's hours will be flexible to include occasional events on nights and weekends.

**RESPONSIBILITIES MAY INCLUDE:**

- Documenting events, lectures, scenery, and other assignments as given
- Creating content to visually convey Lehigh's sustainability programs, initiatives, events, and efforts
- Taking photos, developing scripts, interviewing, and filming individuals and groups
- Post-processing and archiving
- Implementing photography and videography in marketing communications materials, including caption or content writing
- Distributing or assisting in distributing photos and videos

- Collaborating, supporting, and networking with office teams, like-minded campus partners, departments, organizations, and offices on and off campus
- Attending weekly staff meetings and team meetings
- Other duties as assigned

**PREFERRED QUALIFICATIONS:**

- Experience taking photos and videos
- Experience with photo editing, video editing, and design software, including Adobe Photoshop, Lightroom, Premier, FinalCut, iMovie, and Canva
- Ability to write, proofread, and edit content
- Knowledge of new trends in visual content creation and editing
- Attention to detail and ability to make changes based on feedback
- Strong creative, analytical, and problem-solving skills
- Self-motivated with an ability to work independently and collaboratively
- Compelling portfolio of photo and/or video work

**PHYSICAL DEMANDS AND WORKING CONDITIONS:** May work under pressure to meet office deadlines. Must be able to move about freely. Must be able to handle semi-heavy equipment.

**COMPENSATION:** Work-Study Position Only. Pay varies depending on class year and experience. This position will start in January 2024 and the intern will be expected to work a minimum of 6-10 hours per week.

**TO APPLY:** Please complete this [form](#) and upload a copy of your resume.

**DEADLINE:** Open until filled.