

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

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Description: The Office of Sustainability is seeking members to become part of a team specializing in communications and social media. This team will work on raising awareness and education of campus sustainability efforts through social media, newsletters, the official Sustainability at Lehigh website, and more. The Photography and Videography Assistant will promote campus programs and efforts through video and image as well as manage the Lehigh Sustainability Instagram page.

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. The duration of the assignment will be starting in late January and lasting until early May.

To Apply: Please complete application available at <https://sustainability.lehigh.edu/Jobs> and send a resume to sustainability@lehigh.edu.

Deadline: open until filled