



## **Photography & Videography Assistant**

**Position:** Photography & Videography Assistant

**Department:** Office of Sustainability

**Supervisor:** Kelley Versocki

**Pay Rate Level:** Varies depending on class year and experience. This is a work study position only.

**Phone:** 610-758-3976

**Location:** 516 Brodhead Avenue

**E-Mail:** [kev222@lehigh.edu](mailto:kev222@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 August 2022.

**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](mailto:sustainability@lehigh.edu).

**Deadline:** Open until filled