## Position Title
Photographer

## Hourly Rate
7.25

## Department
Theatre (TDMS)

## Supervisor
Val Annis

## Work Location
Theatre dept

## Account Number
01-11148-00000-00000-xxxxx

Do multiple individuals hold this position at one time? □ Yes  ☑ No

Number of positions available: 1

### Work Schedule

A student in this position can expect to work **n/a** hours per day, **n/a** hours per week.

The student will work  ☑ Monday thru Friday  □ Saturday  □ Sunday  □ any day of the week.

Hours are available during the following times of the day:  **4-11pm**.

### Department/Position Overview

This position is for a person that has prior experience in photography and video.

He/she will take publicity photos when needed by the theatre/dance dept. Willing to work late hours (no later than 11pm). Take photos of rehearsal nights and first week of each show the theatre/dance requires. There are no set hours.

This position is an on call position. Needs to work closely with student actors and directors.

### More Detailed Information Available

Enter Web Page Link Here

### Description of Duties and Tasks

☑ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☑ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☑ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☑ Work efficiently and accurately without immediate supervision
Required Training and Skills

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: Camera, video equip, and software
- Familiarity with specific equipment, listed here: Camera, video equip, and software
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Prior photography and video taping