



Office of Intercultural Relations

Photographer

Student Position Description

Purpose: OIR is seeking a qualified student photographer to take pictures and videos at all OIR events. Events are held throughout the semester, during activity hours, and evenings. Individual must be reliable and competent in photographic skills and videography. Duties include taking pictures and videos at events. Downloading, editing, storing and organizing these photos and videos on storage drives and the office Mac is expected. Photos and videos must be prepared for use for the OIR Web Designer, staff, to incorporate into the OIR website, social media and OIR presentations, etc. Punctuality is a must. Proof of photographic skills is required. Please bring portfolio or be able to demonstrate skills for the job during the interview.

Position Requirements/Expectations.

- Photograph OIR events/programs/initiatives
- Capture the various elements of the events/programs/initiatives
- Edit and upload photos to the office's Flickr account and shared drive
- Possess the ability to capture video and edit footage accordingly
- Position hours are dependent on OIR events/programs/initiatives

Rate of pay: \$9 per hour **Type of position:** Student hourly

Hours per week: 10-15 hours per week maximum – schedule dependent on OIR programs. No office hours required unless Photographer is uploading and editing files from a program. Expectation is photographer will upload and edit photos within 48 hours of program.

Photographic equipment provided by OIR: Must be able to operate or capable of learning how to operate the following OIR equipment:

- Canon EOS Rebel T5 18-55MM
- Apple Desktop Computer

To apply: Please submit your resume, cover letter, 5-7 photos taken by you, and a list of references to Stephanie Daniel, Cultural Relations Analyst, at sriggs@odu.edu. Interviews are conducted on a rolling basis until position is filled. Start date availability: August 2017.