



Adrian College

Student Employer: Adrian College - 110 S. Madison St. Adrian MI 49221

Department: Office of Marketing & Public Relations

Supervisor: Claire Simpson - clairesimpson@adrian.edu

Job Title: **Student Worker:** Photographer

Location: Shipman Library Basement

Purpose of Position: To assist the Office of Marketing & Public Relations projects and tasks.

Beginning and End Date: 2024-2025 Academic Year

Job Description, Position Overview:

We are seeking a creative and motivated Student Worker Photographer to join our team. This role involves capturing high-quality images that represent the college's activities, events, and campus life. The ideal candidate is passionate about photography, has a strong eye for detail, and can work independently or as part of a team to produce visual content that aligns with our brand and marketing goals.

Key Responsibilities:

- Photography:
 - Capture high-quality images of campus events, student activities, academic programs, and other university-related content.
- Photo Editing:
 - Edit and retouch photos using software such as Adobe Photoshop, Lightroom, or similar tools.
 - Ensure that all images meet the college's quality standards and branding guidelines.
- Collaboration:
 - Work closely with the marketing and social media teams to understand photography needs and project requirements.
 - Assist in planning and organizing photo shoots, including coordinating with other students, staff, and faculty.
- Equipment Management:
 - Properly care for and maintain college-owned photography equipment.
 - Ensure that all equipment is returned and stored securely after use.
- File Management:
 - Photos must be edited and saved in a .jpg format within 24 hours of the event (exceptions may apply based on the event or day of the week).
 - Organize and archive photos in a systematic manner for easy retrieval.
 - Upload and share images with relevant departments as required.

Rate of Pay: This is a part time student employment position at \$10.33 for hours worked.

Hours: Flexible hours, with some evening and weekend work required, depending on event schedules

Required Job Skills (Qualifications):

- Demonstrated experience in photography, with a strong portfolio of work.
- Proficiency in using DSLR or mirrorless cameras.
- Experience with photo editing software such as Adobe Photoshop and Lightroom.
- Excellent time management skills and ability to meet deadlines.
- Strong communication skills and the ability to work both independently and in a team setting.
- Attention to detail and a creative eye for capturing engaging content.
- Outgoing personality.
- Presents oneself in a professional manner and follows a business casual dress code.

Preferred Qualifications:

- Prior experience in event photography or similar environments.
- Knowledge of video production and editing.
- Familiarity with social media platforms and understanding of visual content best practices.

Remarks: Some evening and weekend work may be required

Applicants do not need to meet all required skills

Application Process:

Interested students should submit a resume, cover letter, and a portfolio of work. Applications should be sent to Director of Marketing and Public Relations, Claire Simpson, at clairesimpson@adrian.edu.