# Part-time Job Announcement

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<th>Position Title</th>
<th>Multi-Media Assistant</th>
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## Job Description

The Multi-media Assistant will be responsible for filming and producing promotional, informational, and instructional videos and podcasts for the department, as well as photographing Rec Sports events for use in marketing collateral and other promotional materials.

Job Responsibilities will include:
- Film video content to be used for RecTV advertisements, promotions, public service announcements, and training/instruction for different areas within Rec Sports
- Video editing (will be assigned depending on experience)
- Assist with the writing and development of video scripts
- Digital still photography for Rec Sports events including (but not limited to) intramural sports, sport clubs, instructional classes and special events
- Other duties as required

## Certifications Required

No certifications required.

## Experience & Abilities

- Operational knowledge of video cameras and related sound and lighting equipment
- Knowledge of video sound and lighting techniques, green screen use, and special effects
- Knowledge and experience using Adobe Premiere Pro and Adobe After Effects (or similar) video editing software and Adobe Photoshop
- Experience using digital SLR cameras, preferably in both action and still settings
- Knowledge of lighting and filtering techniques to be applied while shooting photography
- A “good eye” for video and photo composition
- A portfolio of prior video and photography work will be required

## Work Hours/Anticipated Schedule

This position offers flexible hours which can vary from week to week depending on specific projects and deadlines. Anticipated “average” hours would be 15 hours per week, although some weeks may have more or less.

## Additional Information

Please provide samples of your work when submitting your application. Samples can be submitted through a link to an online portfolio or by providing a USB drive with application.

To apply please fill out the Rec Sports Student Employee Job Application located on our website on the top of the part-time employment page.

## Contact Information

recsports.tamu.edu  
979.845.7826
For more information about this job, please contact:

Kelly VonDrehle
Communications Manager
202 Student Rec Center
979-845-1001
kvondrehle@rec.tamu.edu