**Position Title**  
Multi-Media Assistant

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**Job Description**

**General Statement of Duties**

The Multi-Media Assistant will be responsible for filming and producing promotional, informational, and instructional videos for the department, as well as assist in photographing Rec Sports events for use in MarComm collateral and other promotional materials while following Texas A&M best practices.

**Typical Responsibilities**

- Film video to be used for RecTV advertisements, program/area promotions, public service announcements, and training/instruction for Rec Sports
- Video editing (will be assigned depending on experience)
- Assist with the writing and development of video scripts
- Photography and/or filming for Rec Sports events and programs including (but not limited to) intramural sports, sport clubs, fitness, instructional classes, Rec-A-Palooza, etc.
- Other duties as required

**Experience and 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 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
- Must be a currently enrolled student

**Training**

- Complete training provided by Rec Sports Rec Sports Communications Manager. No certifications are required for this position.

**Environmental Conditions**

- Generally work indoors within the Student Recreation Center. However, this position will require occasional work outdoors in various types of weather while photographing or filming departmental facilities and/or activities that take place outdoors.

**Pay Scale**

In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Multi-Media Assistant will be paid a beginning rate of $10.60/hour (Pay Scale “C”) and will be eligible for merit increases after four months of service, contingent on exemplary performance.

**Learning Outcomes**

1) Students will demonstrate their proficiency in the use of video and photography editing software applications.
2) Students will employ film, editing, and photography skills in print and digital mediums to visually communicate the spirit of Rec Sports programs, events and facilities.
Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.

**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 depending upon project requests.

**How to Apply**

To apply, please submit a resume, samples of your work, and a completed RecSports application to kvondrehle@rec.tamu.edu by close of business (5pm) on Monday, February 28.

All applicants MUST provide samples of your video/filming/editing work and a copy of your resume when submitting your application. Samples of your work must be submitted through a link to an online portfolio.

**Contact Information**

For more information, contact Kelly VonDrehle, Communications Coordinator, at kvondrehle@rec.tamu.edu or 979-845-1001.