



Part-time Position Title

Multi-Media Assistant

Job Description

General Statement of Duties

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.

Typical Responsibilities

- Film video to be used for RecTV advertisements, special 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

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 (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
- Must be a currently enrolled student

Training

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

Environmental Conditions

- Multi-media assistants will often 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 \$9.00/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.
- 3) 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.

How to Apply

To apply, please submit:

Please complete the [part-time employee job application](#) and email to kvondrehle@rec.tamu.edu or turn into the Student Rec Center Receptionists Office room 202.

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.

Hours Work/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.

Contact Information

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