



Position Title

Multi-Media Assistant

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.

Responsibilities include:

- Film video content 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, special events, etc.
- Other duties as required

Certifications Required

No certifications are 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 12-15 hours per week.

Additional Information

Required Skills and Abilities:

- Operational knowledge of video cameras and related sound and lighting equipment
- Knowledgeable about the principles of lighting, sound, green screen, and special effects
- Experience using Adobe Premiere Pro, 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
- Portfolio of prior work (please provide a link to online portfolio or submit work samples on a USB drive or CD along with application)

To apply, please fill out the Rec Sports [Student Employee Job Application](#) and reference the title **Multi-Media Assistant**.

Contact Information

For more information about this job, please contact:

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