

# The Illinois Leadership® Center

## Photographer Position

**Position Summary:** We utilize photos in a variety of ways (our website, social media, reports, other print materials, etc.). Photographers take photos at all our events and programs throughout the academic year, many of which occur on Saturdays or in the evenings.

### Photographer Duties:

- Responsible for the delivery of a wide range of photographs and videos from multiple events and programs, covering all aspects of each assigned event through photographs and video clips
- Processing and editing photos/videos as needed for final use
- Upload photos to shared server/file location where marketing staff have access to photos/videos
- Meet regularly to review upcoming events, required photos/videos, and assignments
- Other duties as assigned

### Photographer Requirements:

- Able to confirm attendance at events and programs at the start of the semester
- Submit finished photos to the Illinois Leadership Center within one week after event or program (photos should be audited and edited prior to submitting)
- Align photographs with photographic guidelines (below)
- Responsive to email and punctual to events or programs
- Take enough photos during the event or program to provide a selection of 50 high quality, publishable photos

**Photography Guidelines:** Photos provide insight into the types of experiences our events and programs offer and due to their use in our publications, it is important that they follow the guidelines below.

- High resolution; are engaging to view and professional in tone
- Show both individual interaction as well as shots of event or program materials/venues/environment
- Include diversity (age, gender, race, ethnicity, etc.) to highlight the variety of students we serve

**Learning Outcomes:** The ILC provides our student employees with professional experiences to develop their leadership and career competencies. Below are our learning outcomes for our student employment program.

- Enhance personal communication skills (oral & written)
- Develop an appreciation for diversity
- Demonstrate effective teamwork and collaboration skills
- Exercise responsible independence
- Develop leadership competencies
- Adapt to and utilize new technologies
- Increase career readiness

**Expectations:** Photographers serve as members of the Branding, Marketing, Advertising, and Outreach (BAM-O) team and report to an Assistant Director. Photographers are expected to attend mandatory orientations & trainings, serve as a positive representative for the ILC, and conduct themselves with professionalism.

**Hours:** Photographers will be scheduled for events and programs as needed. Hours will be determined at the beginning of each semester. Photographers may be present for 1-4 hours at each event or program. The Photographer may be asked to assist with outreach events with other staff members as needed.

**Qualifications:**

- Must be currently enrolled as an undergraduate student at the University of Illinois at Urbana-Champaign
- Must be enrolled consecutively, full-time for the upcoming fall and spring semesters
- Must be available to work Fall 2023 Welcome Weekend activities including the Illini Union Late Nighter
- Solid photography skills
- Experience with, and access to, photo editing software
- Professionalism while representing the Illinois Leadership Center
- Initiative, motivation, and punctuality
- Access to a personal camera