



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	College Photographer/Videographer
<b>POSITION NO.</b>	501444
<b>LOCATION</b>	Warwick Campus
<b>REPORTS TO</b>	Director of Marketing
<b>GRADE</b>	PSA 10
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	Does this position supervise others
<b>LIMITATION (if applicable)</b>	Subject to renewal after annual review.
<b>REVISION DATE</b>	October 2024

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**JOB SUMMARY:**

Document college events through digital video, social media and photography as needed by the Office of Communications and Marketing in the dissemination of news and newsworthy materials. Assist in meeting the video and photographic needs of college publications and, subject to the approval, assist in producing pictorial records of college activities. Responsibilities include maintenance of video and digital photographic and printing equipment, electronic video and photo archives, and hard copy photo files. Generate video/photo texts and video/photo feature copy for social and news media, as well as campus publications.

**DUTIES AND RESPONSIBILITIES:**

- Professionally produce video content using independent creative judgement to effectively tell compelling stories
- Working knowledge of digital camera/video-recording equipment, and ability to download images to a computer
- Demonstrated knowledge of advanced video/ photograph editing and management software
- Writing ability to generate text for photo captions and photo feature stories
- Ability to budget time to meet production deadlines
- Ability to work evenings, weekends, and/or holidays to cover various events
- Awareness of the importance of communicating college needs, goals, purposes, and achievements through video/pictorials and accompanying text
- Excellent oral and written communication, interpersonal, organizational, and basic computer skills
- Ability and willingness to travel; and must be able to arrange transportation
- Stays informed about the current state of and future advances in video production technology and video distribution
- Recommends new video support systems and hardware and software technologies based on analysis of college needs
- Participates in projects to integrate new video technologies and testing new hardware and software
- All other duties as assigned

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree and minimum of two (2) years of relevant experience or any combination of education and experience that is substantially equivalent to it
- Demonstrated knowledge of advanced video/ photograph editing and management software
- Writing ability to generate text for photo captions and photo feature stories
- Ability to budget time to meet production deadlines

- Awareness of the importance of communicating college needs, goals, purposes, and achievements through video/pictorials and accompanying text
- Excellent oral and written communication, interpersonal, organizational, and basic computer skills
- Ability and willingness to travel; and must be able to arrange transportation
- Must be available to work a non-standard schedule in order to fulfill assigned duties and responsibilities
- Demonstrated ability to work independently on multiple assignments and to work collaboratively within a team

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.