

PENN LENS DESIGNER



Job Title: Penn Lens Designer

Reports to: Executive Director, Video Project Manager, Director of Videography, & Director of Marketing

Job Purpose:

Penn Lens is one of the student-run businesses operated by Penn Student Agencies. Penn Lens offers videography services for any customer looking to produce commercial clips, event footage, interviews, music videos, etc, which in many cases include having graphic design and animations. This is a great opportunity for our talented student designers to get more experience working with clients and developing their talents. The Penn Lens Designer supports the business by producing high-quality content to be used in productions.

Duties & Responsibilities:

- Produce requests in a timely manner, and quality must meet standards set by the Director of Videography and Design Team Project Manager.
- Provide excellent customer service that best represents Penn Lens.
- Be available to cover multiple design requests and projects throughout the year.
- Available for other duties as assigned.

Attendance Requirements:

- Attend all design team and general Penn Lens meetings.
- Arrive in a timely manner to all events and scheduled shoots.
- Minimum 50% of PSA Semesterly GBM's (at least 2 GBMs per semester).

Employment Expectations:

- Complete at least one video request per month. (Can vary based on demand)
- Respond to any communication in a timely manner.

Preferred Experience & Skills:

- Must have design experience. Having your own computer/software is preferred, but not required.
- Must be able to work in teams and collaborate with others in big projects.
- Must have a discerning eye for good designs, and experience with some of the following areas is a plus: animations, graphic design.
- Preferred experience with image editing software, such as Adobe Photoshop, Adobe Illustrator, Adobe After Effects, Adobe Premiere Pro, Final Cut Pro, Motion.
- Must be proactive and generally excited about design, with a passion for learning new skills and developing new techniques.
- We expect you to be dependable for deadlines and provide the clients with quick turnaround on projects.

Acquired Skills:

- **Design skills:** working with other skilled team members will let you acquire new design skills and techniques.
- **Time Management:** being able to work in productions in a timely manner while balancing school.
- **Editing Skills:** expansion of skill set for Adobe Premiere Pro, Adobe After Effects, Final Cut Pro or any other design and/or video editing software
- **Interpersonal Skills:** being able to interact with customers and clients in a professional manner is a highly valued skill in the workforce
- Other skills based on various creative Penn Lens projects.

Wage: \$25.00 per hour

Hours: Varying, depending on gigs and designer availability

- ★ PSA employment for the Fall 2020 Semester will be on a temporary basis pending University operations and the state of the pandemic. Positions will be filled as needed. Offers may be further extended at the discretion of the Executive Director.