

PENN LENS PHOTOGRAPHER



Job Title: Penn Lens Photographer

Reports to: Executive Director, Director of Photography, & Photo Project Manager

Job Purpose:

Penn Lens is one of the student-run businesses operated by Penn Student Agencies. Penn Lens offers photography services for any customer looking for headshots, event coverage, product photos, promotional material, location highlights etc. This is a great opportunity for our talented student photographers to get more experience working with clients and developing their talents. The Penn Lens Photographer supports the business by covering their assigned photo shoots and editing their photos for delivery.

Duties & Responsibilities:

- Be available to cover multiple photo shoots and projects throughout the year.
- Acquire and prepare all equipment required for the photo shoot.
- Setup, shoot and clear equipment for assigned photo shoots.
- Edit the photos as required per the request or work with another member of the team to produce the final deliverable. Must be done in a timely manner, and quality must meet standards set by the Director of Photography.
- Provide excellent customer service during the photo shoot that best represents Penn Lens.
- Available for other duties as assigned.

Attendance Requirements:

- Attend bi-weekly photo team 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 two photo requests per month. (Can vary based on demand)
- Respond to any communication in a timely manner.

Preferred Experience & Skills:

- Must have photography experience. Having your own equipment 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 shots, and experience with some of the following areas is a plus: event photography, portraiture, studio lighting.
- Preferred experience with photo editing software, such as Adobe Lightroom, Adobe Photoshop, GIMP
- We expect you to be dependable for deadlines and provide the clients with quick turnaround on projects.
- Must be proactive and generally excited about photography, with a passion for learning new skills and developing new techniques.

Acquired Skills:

- **Photography skills:** working with other skilled team members will let you acquire new photography 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 Lightroom, Adobe Photoshop and GIMP
- **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.

★ 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.

Wage: \$35.00 per hour for shooting and respective editing

Hours: Varying, depending on gigs and photographer availability

