



Penn Lens Photography Director

Job Title: Photography Director // **Division:** Penn Lens

Job Level: Upper Management Director // **Reports to:** PSA General Manager

Supervises: Photo Project Manager, Photographers // **Director Team:** Executive Director, Video Director, Marketing Director

Job Purpose:

Penn Lens is a student-run business operated by Penn Student Agencies. This business is a multimedia service that offers photography, videography, and graphic design support. This is a great opportunity for our talented student photographers, videographers, and graphic designers to get more experience working with clients and developing their talents. The Penn Lens Photography Director supports the agency by supervising the operations of the photography branch.

Duties & Responsibilities:

- Supervise the operations of the photography branch
- Supervise and provide creative direction to the Photo Project Manager
- Oversee skill-building initiatives for the photo team
- Manage and maintain photography client relations and records
- Ensure the compliance of the Photo Project Manager with business policies and procedures
- Assist the Executive Director in the hiring process of the photographers
- Conduct Semesterly Employee Evaluations & Feedback Meetings for Photographers with the Executive Director
- Respond to all communications in a professional and timely manner.
- Check GSuite email daily and follow through with all requested actions
- Available for other duties as assigned by the Executive Director, PSA General Manager and requested by the Executive Suite of Penn Student Agencies

Attendance Requirements:

- Bi-weekly meetings with the PSA General Manager and Co-Directors
- Monthly Cross-Functional Meetings as determined by the Executive Suite
- Monthly Agency Meetings (Determined by employee availability)
- Director and Management Team Meetings
- All PSA Semesterly GBMs and Community Events



Preferred Experience & Skills:

- Strong communication skills and professional demeanor are required.
- Experience with marketing and graphic design is preferred.
- Must be reliable, organized, responsible, able to delegate work, and dependable for deadlines and quick turnaround.

Acquired Experience & Skills:

- **Leadership:** developed through guiding the employees and business toward a common goal.
- **Time Management:** gained through learning how to accomplish academic and director responsibilities in a timely and organized manner for the duration of your employment.
- **Customer Service:** gained through serving the photography customers and making improvements to those services based on customer demand and expectation.
- And many more!

Salary: Hourly wages are set depending on experience and determined by the PSA General Manager prior to your start date. Wages and salaries are as dependent on business performance.

Hours: 11 – 16 hours per week, depending on agency need. You should expect to work an average of 13 hours weekly during a normal operating year.

Contracted Term: PSA Director contracts are for one full year, starting in April and ending in April.

Email recruiting@pennstudentagencies.com with any questions.

Disclaimer: Details included on this job description are subject to change prior to the start of your contract.