

| Position                  | Department | Reports to          |
|---------------------------|------------|---------------------|
| Photographer/Videographer | Marketing  | Director, Marketing |

**Scope of Responsibilities:** The Photographer/ Videographer is responsible for visually illustrating campus life for the office of marketing.

**General Responsibilities:** Provides support to the Marketing Department by processing requests for photos and videos. Video production and creation benefiting Grace College & Seminary. Schedules photo shoots and video shoots when necessary. Operates camera and editing software. Maintains gallery and archives of photos and videos. Assists the director with special projects and video / photography management. Performs other duties as assigned.

**Minimum Qualifications:** Bachelor's Degree. Two years of professional photography and videography experience. Experience with conventional and electronic imaging and digital darkroom. Experience in photo and video editing software. Excellent communication skills. Must have a notable Christian faith and commitment.

**Preferred Qualifications:** Professional photography and videography experience in a higher education environment.

**Status:** Full Time; Non-Exempt

**A completed staff application, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment.**

**Posted:** 03/05/2018