**Photographer Brief**

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| Job Title | Photographer |
| Department | Marketing and Communications |
| Team | Communications |
|  | |
| Responsible to | Communications Coordinator |
| Responsible for | N/A |
| Contract type | Zero Hours (in accordance with the needs of the organisation and the individual staff member) |
| Hours of work | Ad hoc project based work although regular shifts are available every week on club nights – typically these shifts are 23:30-01:30 plus the associated editing time |
| Hourly Rate of Pay | £11.54 (excluding holiday pay)  £12.93 (including holiday pay) |
| Purpose of role | Covering everything from our weekly club nights through to our major campaigns such as Varsity and SU Elections, you’ll produce high-quality and impactful imagery that will be posted on our social media channels and included within our wider marketing collateral.  \*You will need your own camera and flashgun in order to be considered for this position. |

**Casual Staff Role: Job Description & Person Specification**

**Section 1: Key Information**

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**Section 2a: Key Deliverables**

To help make this job description as clear as possible, we’ve included three examples of the type of work/jobs you’ll be asked to do on a regular basis as part of this role.

* Produce high-quality imagery to support our events and campaigns, which will largely include working late evenings to capture our weekly club nights.
* Edit the photos and upload to Google Drive/Facebook within two days of an event.
* Lead and coordinate on photoshoots to support wider SU campaigns e.g. sabbatical officer/SU Elections headshots.

**Section 2b: Organisation Wide Responsibilities**

* Comply with relevant equality and diversity policies, promoting a healthy working environment where all individuals are valued.
* Comply with relevant health and safety policies, seeking to minimise hazards for others.
* Support the development and implementation of sustainability initiatives within the organisation.
* Comply with relevant data protection policies, ensuring General Data Protection Regulations are considered with when making plans and decisions.
* Establish and maintain excellent working relationships with students, volunteers, staff and individuals outside of the Students’ Union (for example the University).
* Comply with the Students’ Union’s constitution and other governing documents, recognising and celebrating the contribution of members to leading our work.
* Work as part of a wider team, undertaking any other reasonable duties appropriate for the grade that may be required by the organisation.

**Section 3: Person Specification**

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| **Education & Training** | **Essential** | **Desirable** |
| Must be a Royal Holloway student for 2021/2022 academic year | **X** |  |
| **Experience & Knowledge** |  |  |
| Experience of producing high-quality photography that is correctly exposed and colour consistent | **X** |  |
| Portfolio of previous work available to view | **X** |  |
| Experience of photography in a club or similar environment |  | **X** |
| Experience of working on location with stakeholders |  | **X** |
| Experience using a range of different cameras |  | **X** |
| **Skills & Abilities** |  |  |
| Proficiency with the Adobe Creative Suite, in particular Photoshop and Lightroom | **X** |  |
| Ability to crop and process images, maintaining file size for the medium and performing quality assurance on all images | **X** |  |
| Outgoing and naturally creative mind |  | **X** |
| Ability to manage time effectively, working across multiple projects | **X** |  |
| Self-motivated and committed to delivering original, quality work | **X** |  |
| **Values**  We’re a values-led organisation, which means we’re keen to attract applicants who share our priorities. We’re keen to hear about times you’ve demonstrated the following: | | |
| Student Focused: everything we do will have students at the heart of it | **X** |  |
| High Quality: your expectations are high, and we must exceed them | **X** |  |
| Inclusive: we will offer a diverse range of activities and services which are fulfilling and accessible | **X** |  |
| Brave: we should be bold and not afraid to challenge the status quo | **X** |  |
| Trustworthy: we will ensure that we are transparent, honest and fair in what we say and do | **X** |  |