

Position Description—Photo/Video Coordinator

Title: Photo/Video Coordinator

General Purpose:

Reporting to the design director, the photo/video coordinator is responsible for fulfilling sorority photography and video requests as well as organizing a national image database.

Classification: Appointed for 2017–18

Level: National Coordinator

Relationships to Other Positions:

Appointed by: Design Director after discussion with VP Communications
Accountable to: Design Director
Support from: Design Director, VP Communications and team
Works with: Design director, entire communications team, freelance photographers, other directors

Term of Service: One-year appointment; subsequent term TBD

Time Commitment: 5–10 hours per week (higher hours during Chevron production and events)

Required Qualifications:

- Professional resume, portfolio, and references
- Lifetime member with alumna status in good standing preferred

Knowledge/Abilities/Experience:

- Solid experience in photography services including retouching and conversion for print and digital platforms
- Expert experience with Adobe Photoshop, video/photo editing software, and image database software
- Organizational, scheduling and production skills
- Professional interaction with communications team, freelance photographers, and national officers
- Awareness of OPA marketing/communications strategy and branding guidelines

Duties and Responsibilities

- Work with design director to maintain brand identity with photo services
- Work with editorial director to support photo requirements for up to four issues of the Chevron newsletter per year
- Collaborate with entire communications team and OPA directors to produce appropriate photo and video for all sorority communications
- Fulfill outside media requests for photography
- Assist chapters in maintaining high-quality imagery on a local level
- Obtain and organize photo releases and copyright permissions when necessary
- Submit regular reports to the design director when requested

Convention/Mid-year/Leadership Training attendance required? No / No / Yes