

**WORK-STUDY JOB DESCRIPTION ANNOUNCEMENT**  
**Video Production & Photo Assistant**



<i>Department</i>	Strategic Communications and Alumni Engagement
<i>Campus &amp; Location</i>	CentreTech Campus, Administration Building, A105
<i>Supervisor- Zach Mills</i>	<i>Phone 303-361-7408 Email- zach.mills@ccaaurora.edu</i>

### General Description

The student video production & photo assistant is responsible for bringing the CCA's brand to life through the work of the Office of Strategic Communications and Alumni Engagement. This position reports directly to the Executive Director of Strategic Communications and Alumni Engagement and is supervised by the Digital Content Strategist. The student videographer/photographer will plan, shoot, edit and deliver projects that support the college's mission.

### Duties & Responsibilities

- Shoot, edit, and deliver photo and video projects for the department. This includes narrative, event coverage and social media content.
- Attend events and productions in a timely manner to collaborate with lead Producer or work on your own.
- Collaborate with the Strategic Communications and Alumni Engagement team to create high-quality marketing pieces.
- Research ideas, background information, and provide inspiration for all projects.
- Complete projects in a timely manner.
- Review final marketing materials for errors and ensure the final product meets the project scope.

### Qualifications

- Pursuing an Associate of media, communications or a related field
- Enrolled in at least 6 credits at CCA
- Proficient at Adobe Creative Cloud, specifically Premiere and Lightroom
- Team player
- Understand video and photo principles such as exposure, ISO and white balance
- Proficient, self-driven editor
- Demonstrates professionalism, dependability, and respect for others
- Motivated individual
- Ability to receive constructive criticism to improve skillset

**Number of Hours Per Week** 20