



## JOB DESCRIPTION

<b>Job title</b>	NTSU Photographer
<b>Salary range</b>	£7.70 per hour
<b>Department</b>	Entertainments
<b>Working pattern (hours/weeks etc)</b>	Late nights / Weekends
<b>Responsible to</b>	Entertainments Marketing Coordinator
<b>Supervisory responsibility</b>	n/a
<b>Job purpose</b>	Taking photographs at Students Union (SU) venues and events. Editing and posting in accordance with Students Union standards.

### Main duties and responsibilities

1	Taking photographs at club nights, events and at other activities in the SU venues
2	To be conscious of the brands that are being represented and to take appropriate photographs to positively portray these brands
3	To edit and adjust photographs as necessary post-production including the adding of logos and artwork as requested
4	To ensure consistency in photographs and post-production of photographs
5	To distribute promotional material directing members and customers to online platforms
6	To upload photographs to the SU website and social media accounts in a timely and efficient manner
7	The post holder will be expected to use, and be responsible for, their own equipment and that equipment must be of a professional standard i.e. DSLR

### Secondary and other duties

1	Taking photographs at affiliated SU events in other venues
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2	Taking promotional photographs for the SU at a variety of locations
3	To have a good understanding of all information relating to relevant events and activities and to be able to respond to questions from existing and potential members and customers
4	To act in a professional manner and to provide a high level of customer service at all times
5	To be available to cover activity at all of the University campuses and affiliated venues, and be willing to travel between venues

### **Other duties**

1	To be available to work unsociable hours including late nights/early mornings and weekends
2	The post holder must be prepared to wear branded uniform and clothing and at times other clothing, such as fancy dress, to fit in with and to promote events and brands
3	The post holder must be willing to confidently approach and communicate with customers
4	The post holder will be reliable, punctual and proactive in signing up for and determining their shifts

### **Standards**

- The post holder will, at all times both professionally and personally, portray a positive image of NTSU
- The post holder will at all times uphold the values of NTSU and thereby demonstrate high standards of integrity, accountability, respect for others, courtesy and professionalism
- The post holder will be expected to be flexible and willing to support colleagues, both in their own team and in NTSU more widely. They will be expected to undertake any task which helps NTSU achieve its objectives that may be reasonably asked of them, given their role and position in NTSU
- The post holder will be expected to actively support good practice in energy efficiency, waste reduction, recycling and champion the organisation's ethical and environmental policies

### **Miscellaneous**

- The definition and examples of work included above are not exhaustive – they are illustrative and for guidance only. A particular post holder with this job title may not perform all duties detailed in this job description. Conversely, not all the duties

performed will be listed on this document.

- It is the practice of NTSU to periodically examine employees' job descriptions and update them to ensure they relate to the job as then being performed. This will be done with the Senior Manager in consultation with the employee.

## EMPLOYEE SPECIFICATION

<b>Job title</b>	NTSU Photographer
<b>Department</b>	Entertainments
<b>Responsible to</b>	Event Marketing Coordinator

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Experience	Working long shifts and unsociable hours	Of working in large venues with large crowds
	Photography experience – production	Working in a student environment
	Photography experience – post-production	Producing photographs for professional use
Skills	Ability to work on own initiative.	
	Good verbal communication skills	
	IT skills including photo editing software	
	Strong team player	
	Reliable	
	Flexible	
Knowledge	An interest in the entertainments industry	Formal qualification/accreditation in relevant area
	Of post-production techniques	