

Position Description - Part-Time Photographer / Digital Asset Specialist

Position: Part-Time Photographer / Digital Asset Specialist (Multiple positions)

Department: Office of Communications & Marketing

Hourly Rate: commensurate with experience

Start Date: As soon as possible

Context of the job: The Office of Communications & Marketing is seeking multiple part-time photographers to take, edit and coordinate photography for the University of Delaware for print collateral, websites, social media and other purposes. The part-time photographer will also be responsible for maintaining a database of photo assets as well as performing routine tasks to support the needs of the University community related to multimedia. This position reports to the Marketing Operations Manager but also consults with staff photographer(s) for artistic direction and with photo coordinator for shoot logistics.

This is a part-time position with no University of Delaware benefits and **requires a flexible schedule, including working some nights and weekends.**

Major Responsibilities:

- Supports and executes on photography and related needs, including planning, shooting, organization and lighting of shoots, editing, color correction, optimization and compression.
- Prepares optimized images for use in print, web, social media platforms and other collateral and channels as requested by manager.
- Assists with cataloging and management of campus digital image assets on servers and cloud-based DAM (Digital Asset Management system).
- As assigned, captures photography for real-time distribution, such as for social media channels or press.
- Adds and edit metadata according to institution's standards.
- Maintains cleanliness and tidiness of all the equipment.
- Performs other related duties as assigned.

Qualifications:

- Minimum of 2 years related experience necessary
- Ability to operate Nikon and Canon DSLR cameras
- Some experience with video and audio equipment preferred
- Proficiency in Adobe Photoshop and Lightroom

- Experience in an academic setting preferred as this position includes a variety of assignments covering studio, posed lab shots, classroom and general event assignments
- Knowledge of common metadata standards, creating and applying metadata schema
- Experience with digital asset management software preferred
- Keeps abreast of new equipment and photographic trends
- Knowledge and understanding of studio lighting
- Knowledge and understanding of live event production
- Ability to maintain consistent performance for all duties and meet production schedule deadlines
- Highly enthusiastic, can-do attitude, and creative mind

How to apply: Email resume, salary requirements and link to professional portfolio to adoughty@udel.edu

Employment offers will be conditional based upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University's Notice of Non-Discrimination can be found at www.udel.edu/home/legal-notice.