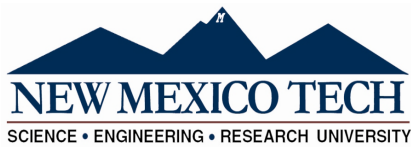


**Posted:** October 25, 2024



## POSITION ANNOUNCEMENT

**TITLE:** PHOTOGRAPHER/VIDEOGRAPHER

**DEPT:** MARKETING AND COMMUNICATIONS

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$ \$55,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH: 11/06/2024** CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

Serve as principal photographer and videographer for New Mexico Tech. Produce strategic photos and videos as identified by the Office of University Marketing and Communications and by campus constituents. Translate the spirit, objectives, and needs of New Mexico Tech into high-quality imagery that reinforces the mission, vision, values, and strategic plan of the institution.

### JOB FUNCTIONS:

Generate, field, and manage photo requests for use on website, social media, other digital platforms, print products, and more. Take and edit photos accordingly.

Generate, field, and manage video requests. Plan, produce, and edit videos for the web and social media, including conceptualization, storyboards, shot lists, researching, reporting, interviewing, and scripting; logistical coordination; technical production of video, audio/recording/sound, lighting, and credits; and editing of footage.

Perform other duties as assigned.

### REQUIRED QUALIFICATIONS:

Bachelor's degree in photography, videography, film, art, communications, or related field. Strong video and photography prowess. Fluent digital editing skills, with expertise in photography, video storytelling, lighting, sound, pre- and post-production, cameras, lenses, and microphones, as well as with software platforms related to digital editing, image correction, and retouching (e.g., Adobe Creative Suite, Final Cut Pro, iMovie, Adobe Premiere Pro). Understanding of digital video formats for upload to YouTube and other digital channels, as well as with gathering and interpreting video analytics. Knowledge of copyright regulations and privacy laws. Vast interpersonal skills. Communicate well verbally and in writing with a wide range of people, including senior executive and administrative leaders, deans, faculty, students, supervisors, colleagues, other employees, alumni, volunteers, media, and the public. Collaboration with diverse groups inside and outside of the university. Team player eager to work closely with the Office of University Marketing and Communications team

as well as New Mexico Tech’s faculty, staff, students, alumni, and organizations. Flexibility and adaptability. Move from deliberateness to urgency; manage multiple projects simultaneously; and stay calm under pressure. Excellent organizational skills and ability to meet deadlines. Creative, organized, energetic, motivated, committed to learning new skills, and able to work independently in a fast-paced setting. Willingness to work nights and weekends as needed.

**DESIRED QUALIFICATIONS:**

Three or more years of professional experience taking photographs and producing video, ideally in a higher-education setting.

**To apply: Please submit a resume, cover letter and portfolio.**

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 30%	Sitting 30%	Walking 30%	Pulling
Pushing	Lifting %	Stooping 5%	Kneeling 5%
Crawling	Climbing	Reaching %	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)