

JOB DESCRIPTION

Photographer

Position Information

Description: Responsible for the capture of high-quality photos to use on University Union, Phoenix Store, and Student Engagement Center digital platforms. Content will promote the University Union, Phoenix Store, and the Student Engagement Center, its programs, and operations. The majority of this role involves attending on-campus events.

This position must be willing to work independently and have confidence to operate camera and lighting equipment. Experience capturing photos on a full frame or DSLR camera is required.

Modality: Onsite, In-Person. A remote work agreement may be available for post-production work upon approval from supervisor.

Supervisor: Marketing & Graphic Design Specialist

Pay Rate: \$12.50/hour *(effective Spring 2024)*

Time Commitment: 10-12 hours per week during the academic year. Schedules may fluctuate based on event frequency. Nights and weekends are required. Hours are available during academic breaks (winter/summer).

Responsibilities

- Attend a variety of campus events for both internal and external clients, capturing a variety of shots based on client requests.
- Take professional headshots for student employees, professional University staff, and UW-Green Bay Esports athletes in a photo studio environment.
- Capture product photos for the Phoenix Store (gifts, apparel, etc.)
- Process photos using various editing techniques in Adobe Photoshop and Lightroom.
- Maintain an up-to-date photo archive of University Union and Student Engagement Center events and student activities through Flickr and other relevant file storage systems.
- Field requests for photography sessions from external clients via email or in person as needed.
- Completion of all other duties assigned by the Marketing & Graphic Design Specialist.

Qualifications

- Minimum basic-intermediate photography skills
- Experience capturing photos using a full frame (mirrorless) or DSLR camera

- Experience editing photos with Adobe Photoshop and/or Lightroom or similar software
- Ability to operate and adapt to changing technology, such as iMac computers, cameras, lighting equipment, and editing software
- Familiarity with UW-Green Bay, the University Union, and Student Engagement Center
- Strong verbal and written communication skills

Updated: 11/20/2025