



## MSU Student Radio | WDBM-FM

# Now Hiring: Photo Coordinator

**Work for one of Michigan State University's largest student organizations!**

Impact 89FM is seeking a Photo Coordinator. This is a paid staff position in the organization, working with a paid staff of approximately 60 students and a volunteer staff of approximately 150 students. Applicants must be current undergraduate or graduate students at Michigan State University.

### Basic Qualifications:

- Must be a student at Michigan State University.
- Must have excellent interpersonal, training and motivational skills.
- Must be self-driven, detail-oriented, and highly organized.
- Must have demonstrated timely communication skills. It is expected that email, chat, text or voice messages are returned within 24 hours during the standard work week.
- Must be able to manage multiple projects at a time and meet deadlines.
- Must be willing to work during non-business hours as needed.
- Must have familiarity with computer systems and data organization as well as technical troubleshooting skills.
- Must be enthusiastic about sharing photographic content.
- Must have an understanding of how to use the Adobe Creative Cloud software suite, including Audition, InDesign, Lightroom, Photoshop and Premiere.
- Must be proficient with DSLR cameras, lenses, lights and associated gear.
- Must know how to post on website, SmugMug, social media, and other online outlets.

### Preferred Qualifications:

- Current staff member at Impact 89FM.
- Familiarity with Impact 89FM's strategic planning process, including mission, vision, core values, and long-term goals.
- Successful completion of photography-related coursework.
- Successful completion of video-related coursework.
- Strong sense of aesthetics in color, framing and camera movement.

### Typical Duties & Responsibilities:

- Securing approved Performance / Image Release forms and digitally storing them in Google Drive team drive set up for release sheets.
- Implementing editorial decisions made by Executive Board and management staff.
- Working closely with department paid staff to lead, train and mentor a team of volunteer staff who will produce and develop photographic content.
- Communicating with and working closely alongside the Red Cedar Log, one of Impact 89FM's established media partners.
- Troubleshooting technical issues and equipment problems as they arise.
- Assisting in the gathering of entries for state and national competitions.
- Maintaining consistent brand standards through the use of established Impact 89FM logos, graphic elements, colors, fonts, and positioning statements as found in the Station Handbook.
- Staying current on photographic content from comparable media outlets nationally.
- Assisting with video on Media Team projects as needed.
- Photographing events as directed by the Visual Media Director.
- Editing and releasing photos in a timely manner for publication.
- Working with the Live Music Director to secure media credentials for events.
- Participating in established meetings for departments, teams, and other initiatives as necessary and

appropriate.

- Representing the station and assisting with required events throughout the academic year as a paid staff member.
- Ensuring compliance with all Michigan State University and Federal Communications Commission regulations, directives and policies.
- Ensuring compliance with copyright and trademark law, and documenting permission when third-party resources are used in published content.
- Working closely with the Executive Board and management staff to broadcast and publish content that aligns with values identified through strategic planning as well as the Diversity, Equity and Inclusion Committee.
- Participating in office and on-air duties as determined by management staff.
- Maintaining all station files and documents in network-based and cloud-based storage systems.
- Filling in where and when necessary to accomplish station goals and objectives.

### **Reports to:**

- Visual Media Director

### **Salary & Hours:**

- Student support staff positions start at \$10.00 an hour. There are opportunities for advancement based upon satisfactory performance review.
- This position requires up to 8 hours a week.

**Applications will be accepted through May 7, 2021.**

Applicants can apply for this position exclusively through the Michigan State University Handshake system at <https://app.joinhandshake.com/jobs/4714665>.

### **Required Documents:**

- **Resume**
- **Cover Letter**
- **Portfolio:** In your cover letter or in a separate attachment, submit a link to a digital portfolio showcasing your previous visual media work.

**More information about Impact 89FM | WDBM-FM is available online at [impact89fm.org](http://impact89fm.org).**

MSU Student Radio is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability or protected veteran status.