JOB TITLE: UCAM1 – Image Database Organization

DEPARTMENT NAME: University Communications + Marketing – Photo Services

CONTACT NAME: Greg Miller

JOB DESCRIPTION:

Photo Services is a division of the University Communications + Marketing department. Within the division is Grad Photos. This posting is for individuals who may interested in helping both Photo Services and Grad Photos. Duties would include:

• Printing, cutting and packaging photos
• Editing Grad Photos using Bridge, Lightroom and Photoshop
• Assisting in photographing grads under the supervision of the Grad Photographer
• Helping with the Digital archive
• Taking stock photos of the campus

QUALIFICATIONS:

The job requires acute attention to detail and organizational skills as well as the ability to apply these skills in a fun but often very busy office/studio setting. There will be overall supervision of this project but there will also be a lot of autonomy entrusted to the individual to see that we meet the goals necessary for the transfer of these very important archival items. Familiarity with Adobe Suite, particularly with Bridge and Lightroom would be an asset. Working knowledge of an SLR camera is expected if you would like to get some experience taking photos.

JOB LOCATION ON-CAMPUS: David Turpin Building – Room B359

WORK STUDY WAGE: $14.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $4.00

HOURS AVAILABLE: 100

HOW TO APPLY: Please email resume and cover letter to photos@uvic.ca

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php