



JOB DESCRIPTION

Position: Photographer

Area: Marketing & Communications

Supervisor: Marketing & Communications Director

Job Description: Capture high-quality photos that showcase student life, events, and institutional initiatives. In addition, this position is responsible for overseeing all processes related to the Yearbook, including planning, coordinating, content creation, and delivery, ensuring it reflects the school's values and achievements.

Qualifications:

Visual Communications Bachelor's Degrees, or Photography certifications (or currently studying)

- 1-2 years of experience in photography (preferably in a professional or educational setting, but not required)
- Strong photography skills. Desirable but not required: Videography skills
- Proficiency in Adobe Creative Cloud (Photoshop, Lightroom). Desirable but not required: basic video editing skills.
- Strong attention to detail and organizational skills
- Desirable but not required: Intermediate English level

Key Responsibilities

Photography & Videography Support:

- Provide high-quality photography coverage of ANS events (on and off campus) by coordinating with event organizers, selecting and inviting participants, creating a mood board, developing a photo checklist, scouting locations, preparing equipment, taking photos, organizing and backing up files, editing photos, delivering pictures to requesters, keeping track of delivery dates.
- Lead the Yearbook process by:
 - Coordinating profile photo sessions with the external photographer, keeping accurate records of photos taken and pending, requesting printed photo packages and monitor order deliveries, and maintaining a master database of student and staff photos.
 - Creating mood board for the Yearbook design, selecting photos, and following up with the designer.
- Coordinate live event video transmissions in collaboration with Events/ IT team

Software/Technologies:

- Adobe Creative Cloud (InDesign, Illustrator, Photoshop, Premier Pro, Lightroom, etc.)
- Google Workspace (Gmail, Calendar, Drive, Sites)