



# **Executive Committee Support Position Photography Coordinator**

20/10/14  
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**Reports to:** Vice President Communications  
Student Association Executive Committee

**Description:** The Photography Coordinator is responsible for the photographic documentation for Student Association events, activities, programs and services, in collaboration with and under the direction of the Vice President Communications. The Photography Coordinator is appointed by, reports to and seeks direction from the Student Association Executive Committee, specifically the Vice President Communications. This position is subject to performance review at the end of each semester, or as deemed necessary, by the Executive Committee.

## **Key Responsibilities:**

1. Abide by the constitution, bylaws, policies and procedures of the Student Association and the Nova Scotia Community College.
2. Serve as the primary coordinator of photography materials and information created for distribution to the Student Association membership and general college community.
3. In conjunction with the SA Vice President Activities and/or Sports and Recreation Coordinator, effectively market and photography sports and recreation activities on and off campus to the student population.
4. Implement an on-going evaluation strategy to determine the effectiveness of Student Association photography and marketing as well as the most effective practices to utilize digital images within the campus and surrounding community.
5. Other duties as assigned by the Vice President Communications.

## **Reporting Relationship:**

1. Meet regularly with the Vice President Communications to seek their direction and feedback on proposed projects and to ensure that the photography efforts of the Student Association are effectively coordinated and efficiently planned.
2. Provide end of semester activity report to the Vice President Communications and Student Life staff and attend both Student Association Students' Council and Executive Committee meetings as requested.
3. Maintain all digital photographic records pertaining on and off campus Student Association activities and ensure that they are given to the Student Association Vice President Communications at the end of each semester.

## **Knowledge/Skills/Abilities/Requirements:**

1. NSCC student in good academic standing.
2. Ability to work in team environment; team player.
3. Strong photography and digital editing skills.
4. Computer literacy, including Microsoft office suite, email, and internet usage.
5. Experience with graphic design computer software; must have a high level proficiency with Adobe Creative Suite.
6. Good oral and written communication skills.
7. Good time management and organizational skills.