

UBC RECREATION

UBC INTRAMURALS VOLUNTEER JOB POSTING

DEPARTMENT

18/19 UBC INTRAMURALS MEDIA PHOTO/VIDEO DEPARTMENT

DEPARTMENT SUMMARY

The Media Department is a team of photographers and videographers who create, cover and produce UBC Intramurals media based initiatives for the year. From staged photo-shoots to the scripting, filming and postproduction of promotional event videos to the infamous year-end wrap-up movie for the volunteer staff, the UBC Intramurals Media department is a highly creative and versatile department. In addition many pieces produced are used for publications such as the UBC Recreation guide, and other UBC Intramurals and UBC publications.

AVAILABLE POSITIONS

5 Assistant Director, Media

POSITION TYPE

Volunteer

TIME COMMITMENT

8-12 avg/wk (Sep - Apr)

APPLICATION CLOSES

11:59pm (23:59) Wednesday March 7, 2018

CANDIDATE INTERVIEWS

Group Interviews: Mar 12 – 14 (external candidates only)

Individual Interviews: Mar 16 – 18

MANDATORY DATES

(in addition to programming requirements)

April 9	18/19 Full Staff Meeting
Sep 4	Imagine Day/ Blue Wave Promotion
Sep 6	Welcome Back to UBC Recreation Intramurals BBQ
Sep 8 – 9	Full Staff Retreat (overnight)
Jan 2019	Welcome Back Retreat

DESCRIPTION OF DUTIES

- Contribute and work with other members of the Media Department to ensure coverage of all UBC Intramurals programs through the chosen mediums.
- Create and produce regular relevant content for Intramurals publications, Digital Media and the other publication avenues.

- At times, work closely and consult with appropriate UBC Intramurals departments and staff in the development and execution of media initiatives including photo shoots, highlight videos, basic coverage, and video projects.
- To lead and contribute to cross-training efforts of other UBC Intramurals staff.
- To attend weekly Media department meetings.

Numerous optional opportunities will be present to assist with other UBC Recreation Intramurals initiatives and event. These include but not limited to: Day of the Longboat, Lace Up for Kids, UBC Intramurals Tri-Du, Storm the Wall. If a staff member volunteers for any of these, they are expected to be above their normal schedule or responsibilities within their department.

SUPERVISION RECEIVED:

All Assistant Directors of Media report directly to the Media Director and are heavily supported by the Manager, Intramural Programs. At times projects will report directly to other members of professional staff.

QUALIFICATIONS:

Education and Experience

- Current 2018/19 UBC Student – required (Sep – Mar)
- Current First Aid and CPR/AED certification ~ asset
- Background and previous experience with photography and videography ~ asset

Knowledge, Skills, Ability

- Previous experience with Adobe Creative Studio (Photoshop, Lightroom, Premiere, Audition, After Effects) ~ asset
- Experience in sport photography and videography ~ asset
- Enthusiastic, organized and responsible
- Willingness to learn and teach others
- Willingness to work individually as well as in a large team environment
- Previous experience in UBC Intramurals program (participant or other) an asset

ANTICIPATED LEARNING OUTCOMES:

By **April 2019**, Assistant Directors will have experience in:

- Leadership and working with others
- Management of time and projects while working effectively in a team
- Creative project design, storyboarding, sound-scape's
- Performance Assessment and Goal Setting

APPLICATION SUBMISSION

All applications are required to be submitted on line and have an accompanying resume, cover letter and portfolio links.

Online application form: <http://www.recreation.ubc.ca/home-page/employment/intramurals-assistant-director-application/>

Questions? Please contact UBC Intramurals Program Development :
im.prod@ubc.ca