

JOB OPENING

POSITION: Videographer/Photographer
40 hours per week, 12 months
Hiring pay range \$18-\$21/hour

REPORTS TO: Director of Marketing Communications

MISSION IMPACT:

Houghton University provides an academically challenging, Christ-center education in the liberal arts and sciences to students from diverse traditions and economic backgrounds and equips them to lead and labor as scholar-servants in a changing world. The Photographer/Videographer will tell the many stories of Houghton University to support enrollment goals through written content, video, and photography for use in media relations, blogging, social media, email, and the Houghton website in ways that tell a story, evoke emotion, and call to action.

Essential Functions:

This position will conceptualize, create, and edit high-quality narrative content for social media, email, video, web and marketing collateral as a result of proactively identifying and researching potential stories that underscore institutional priorities.

- **Video** – Create, edit and produce high-quality long- and short-form videos of student/alumni/employer testimonials, event recaps, and explainer videos for use on the website, social media, and advertising.
- **Photography** – Capture the Houghton experience through student/alumni portraits, lifestyle shots and event photos.

Success Profile:

The successful candidate will be:

- **Creative** – Producing content that captures attention while driving action to support institutional goals.
- **Research-oriented** – Prepared to search out compelling stories to tell that typify the trajectory-altering potential of a Houghton education.
- **Deadline-oriented** – Able to manage priorities and produce high-quality deliverables on, or ahead of, schedule.
- **Project Management** – Results-oriented and a self-starter who can manage, track, and complete multiple projects simultaneously.

Statement of Requirements:

- Bachelor's degree in communications, visual arts, journalism, marketing, media production, photography, or public relations
- Demonstrated professional experience or a portfolio of work that demonstrates proficiency with all stages of content creation, including conception, filming/photographing/writing, editing, distributing and archiving
- Experience and proficiency with Adobe Premier, After Effects, Audition, Lightroom and Photoshop
- Ability to manage deadlines with little supervision and to adjust to changing priorities
- Exceptional communication and research skills
- Well-organized and detail-oriented

**Houghton University is fully committed to a culturally diverse faculty, staff and student body.
Successful candidates will evidence similar commitments.**

Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.

Application Procedure:

To apply please submit the following materials via email to: jobs@houghton.edu.

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.