

Photography Coordinator

PRIMARY DUTIES & RESPONSIBILITIES:

- The photographer coordinator will assist with all photo and creative needs of Hansraj college.
- Responsible for capturing, editing and delivering photos to support Hansraj college print and digital marketing materials.
- To capture University recreation's facilities, programs, services, and special events via photos.
- Capture engaging photos to support the creative process of marketing content for all Hansraj programs, service, and special events.

REQUIRED SKILLS:

Technical Competencies

Proficient in photography techniques, including lighting, photo editing, have basic knowledge of lightroom and other editing applications.

Professional Competencies:

- Ability to communicate effectively with everyone, program participants, student and professional staff.
- Ability to multitask.

Videography Coordinator

PRIMARY DUTIES & RESPONSIBILITIES:

- Provide video coverage for Hansraj college forums and other events.
- Assist with the distribution of video content across all social platforms
- Ability to show good judgment, strong attention to detail, and manage projects from beginning to end, multitasking in a fast-paced environment.
- To shoot and edit video.
- Conscientious punctuality for events and to meet deadlines

REQUIRED SKILLS

Technical Competencies

- Proficient in videography techniques, including lighting, audio/video editing
- Experience using DSLRs/Handycams.
- In-depth knowledge of camera operations for both still photos and video
- Knowledge of Adobe Photoshop and Adobe Lightroom.
- Beginner knowledge of Adobe Premiere.
- Beginner knowledge of lighting and composition.
- Flexible schedule

Professional Competencies

- Ability to communicate effectively with patrons, program participants, student and professional staff.
- Problem-solving skills
- Ability to work independently

Media Coordinator

PRIMARY DUTIES & RESPONSIBILITIES:

- The media coordinator will be responsible for conducting events in online/offline/hybrid mode.
- Manage official Facebook Live, YouTube live and streaming to any other college platform.

REQUIRED SKILLS

Technical Competencies

- Proficient in handling Zoom, YouTube Studio, OBS studio or any other streaming platform.
- Must know how to live stream offline event using video camera, camera card and sound system
- Must have basic knowledge of video editing.

Professional Competencies

- Ability to communicate effectively with everyone, program participants, student and professional staff.
- Ability to multitask and work independently.