

Casual Staff Role: Job Description & Person Specification

Section 1: Key Information

Job Title	Photographer
Department	Marketing & Communications
Team	Communications
Responsible to	Social Media Coordinator Senior Communications Coordinator
Responsible for	N/A
Contract type	Zero hours (in accordance with the needs of the organisation)
Hours of work	Ad hoc project based work although regular shifts are available every week on club nights – typically these shifts are 23:30-01:30 plus the associated editing time
Hourly Rate of Pay	£11.54
Purpose of role	Covering everything from our weekly club nights through to our major campaigns such as awards nights, Varsity, Leadership Elections and Summer Ball, you'll produce high-quality and impactful imagery that will be posted on our social media channels and included within our wider marketing collateral. *You will need your own camera and flashgun to be considered for this position.

Section 2a: Key Deliverables

To help make this job description as clear as possible, we've included three examples of the type of work/jobs you'll be asked to do on a regular basis as part of this role.

- Produce high-quality imagery to support our events and campaigns, which will largely include working late evenings to capture our weekly club nights.
- Edit the photos and upload to Google Drive/Facebook within two days of an event.
- Lead and coordinate on photoshoots to support wider SU campaigns e.g. sabbatical officer/Leadership Elections headshots.

Section 2b: Organisation Wide Responsibilities

- Comply with relevant equality and diversity policies, promoting a healthy working environment where all individuals are valued.
- Comply with relevant health and safety policies, seeking to minimise hazards for others.
- Support the development and implementation of sustainability initiatives within the organisation.
- Comply with relevant data protection policies, ensuring General Data Protection Regulations are considered with when making plans and decisions.
- Establish and maintain excellent working relationships with students, volunteers, staff and individuals outside of the Students' Union (for example the University).
- Comply with the Students' Union's constitution and other governing documents, recognising and celebrating the contribution of members to leading our work.
- Work as part of a wider team, undertaking any other reasonable duties appropriate for the grade that may be required by the organisation.

Section 3: Person Specification

Education & Training	Essential	Desirable
Must be a current Royal Holloway student who will also be enrolled in the 2024/25 academic year	X	
Experience & Knowledge		
Experience of producing high-quality photography that is correctly exposed and colour consistent	X	
Portfolio of previous work available to view	X	
Experience of photography in a club or similar environment		X
Experience of working on location with stakeholders		X
Skills & Abilities		
Proficiency with the Adobe Creative Suite, in particular Photoshop and Lightroom	X	
Ability to crop and process images, maintaining file size for the medium and performing quality assurance on all images	X	
Highly creative content producer with great attention to detail	X	
Ability to manage time effectively and turnaround work quickly and efficiently	X	
Values		
We're a values-led organisation, which means we're keen to attract applicants who share our priorities. We're keen to hear about times you've demonstrated the following:		
Student Focused: everything we do will have students at the heart of it	X	
High Quality: your expectations are high, and we must exceed them	X	
Inclusive: we will offer a diverse range of activities and services which are fulfilling and accessible	X	
Brave: we should be bold and not afraid to challenge the status quo	X	
Trustworthy: we will ensure that we are transparent, honest and fair in what we say and do	X	