Georgia State University

Job Specification

Job Title: Manager, Video & Photography

BCAT Code: 09MX45
Band/Zone: G17  FLSA Status: Exempt
Effective Date: March 26, 2013
Revision Date: July 1, 2013

General Description
Overseas a team of videographers and photographers, and works closely with the web editor to develop exciting and effective visual projects to communicate Georgia State University’s (GSU) identity and messaging.

Examples of Duties
- Manages video and photography related projects.
- Edits photography and video footage for a variety of externally focused Public Relations (PR) and Marketing Communication projects.
- Collaborates with the web editor, content producers, and college communicators on creating a work schedule and art direction.
- Serves as the lead worker.
- Oversees the photography and video staff.
- Sets project timelines.
- Manages the visual look of the work produced.
- Works with the digital asset librarian to build and manage the digital asset library system.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of video and photographic equipment.
- Knowledge of video editing and video producing.
- Excellent organizational and project management skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task and use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and five years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.