<table>
<thead>
<tr>
<th>POSITION</th>
<th>IESC VIDEOGRAPHER</th>
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<tbody>
<tr>
<td></td>
<td>(2-3 positions for Fall/Winter, 1 position for Summer)</td>
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<tr>
<td>AREA</td>
<td>International and Exchange Student Centre</td>
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<tr>
<td>TIME COMMITMENT</td>
<td>1-4 hours/week (hours vary depending on event schedule and time required for video editing)</td>
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<td>OBJECTIVE</td>
<td>To assist in the production of content for the IESC blog and other Western International projects by providing artistic footage and videos as necessary.</td>
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**DUTIES AND RESPONSIBILITIES:**

1. Take video footage for the IESC blog and other Western International projects.
2. Liaise with IESC staff and volunteers to plan videography opportunities.
3. Participate in all, or nearly all, IESC and WI events in order to capture video footage of each event.
4. Meet regularly with your Supervisor.
5. Assist with planning video shoots, editing videos and graphics, and selecting videos for publication.
6. Submit monthly volunteer log reports, a midterm feedback form, and a year-end program evaluation form.
7. Complete four mandatory HR training courses: WHMIS, Work Safety Orientation, Safe Campus, AODA.

**QUALIFICATIONS:**

1. Experience with videography and video editing.
2. Cross cultural awareness, understanding, and sensitivity.
3. Initiative, self-motivation and enthusiasm.
4. Ability to work under minimal supervision and meet demanding deadlines.
5. Interest in promoting an awareness of multiculturalism at Western.
6. Strong time management skills

**BENEFITS:**

- Develop and enhance interpersonal, organizational, and public relations skills.
- Gain experience in photography and photo editing.
- Attain personal satisfaction and growth by being involved in a helping capacity.
- Receive feedback via a midterm performance review.
- Upon successful completion of the term, may request a letter of recommendation.
TRAINING:

- General Orientation to SDC and the VIP Program. (Required)
- Health and Safety Training by Human Resources. (Required)
- Orientation to International and Exchange Student Centre. (Required)
- Specific training as arranged by supervisor.

RESPONSIBLE TO: Francesca Mancuso, International Transitions Program Coordinator (IESC)