

Communications Assistant

The Students' Association of Mount Royal University (SAMRU) is seeking a reliable, flexible, creative and dynamic person to assist the Students' Association with video and digital media production, graphic design, and other tasks within the Communications department.

Status: Part-time, 20 hours per week

Wage: \$16.00 per hour

Term: October - April

POSITION SUMMARY:

This is a part-time position that will involve helping to maintain SAMRU's online presence; producing videos to help promote the services and programs offered by the Students' Association of Mount Royal University (SAMRU); and assisting the Communications department with other tasks as they arise.

PRIMARY RESPONSIBILITIES:

- Working with the Communications Coordinator and Graphic Designer to research, develop, and produce videos that foster the mission statement, vision statement, and communications strategy of the Students' Association of Mount Royal University (SAMRU).
- Assisting the supervisor regarding production plan and physical realities of production setting.
- Making technical decisions regarding elements such as appropriate lighting, shooting angle and placement and type of microphone.
- Distributing photocopies and printing as required.
- Edit and assemble final visual/audio program material; ensure consistency and relevancy to production; monitor technical quality of end product.
- Acting as an ambassador for the Students' Association to the MRU student population on digital platforms and at on-campus events as necessary. May include some on-camera work.
- Reliably responding to work requests as they arise.
- Other duties as requested by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work on multiple projects concurrently and to deadline.
- High level of comfort working collaboratively.
- Knowledge of cameras, photography, lighting, production techniques and standards.
- Knowledge of iMovie and Adobe Creative Suite, particularly Premiere and Photoshop.
- Skill in visualizing, shooting, and editing concepts effectively.
- Excellent writing skills.
- Strong general knowledge of Wyckham House and SAMRU an asset.
- Comfort with on-camera work an asset.
- Interest in web design an asset.

APPLICATION DEADLINE: September 21, 2020.

Please provide a resume, a portfolio of your work (if applicable) and a copy of your schedule/availability for the Fall Semester.

Applications can be emailed to m.martini@samru.ca.

The Students' Association of Mount Royal University (SAMRU) is a registered, non-profit, charitable organization. We represent and serve students to help them succeed.