

## Position Description – Photographer

<b>Position title</b>	Grapeshot Photographer
<b>Department</b>	<b>Campus Engagement</b>
<b>Location</b>	<b>Grapeshot Office, Level 1 C10A</b>
<b>Position title of supervisor</b>	<b>Campus Engagement Development Officer</b>
<b>Positions titles that report to this position</b>	
<b>Hours</b>	
<b>Award coverage and grade (if applicable)</b>	
<b>Contract period</b>	<b>12 months</b>
<b>Date position description approved</b>	<b>15.10.2013</b>
<b>Approved by</b>	<b>Lauren Hargreaves</b>

### Position Purpose

Grapeshot is the Student Publication of Macquarie University, which publishes a monthly magazine with literary and campus news contents. It will be run by an all student editorial team consisting of six editors, three graphic designers, a photographer, a Marketing Manager and an Advertising Manager.

The Photographer will be responsible for taking and sourcing photographs as well as developing and maintaining an exclusive image stock for Grapeshot. They will also assist the Editor-in-Chief, the Creative Director and the Marketing Manager in the day to day administrative tasks of running the publication including distribution and organising publication events such as O Week.

The publication will be driven by a Code of Conduct and will focus on ensuring that they represent the wide range of student cultures on campus.

### Organisational Context of Position

Macquarie University recognizes the importance of creating an environment that fosters a healthy campus for both students and staff and in response to this has created U@MQ Limited (**Campus Life**) to research, create, deliver and collaborate a range of innovative services and programs to ensure a sustainable Campus environment for both students and staff

Campus Life exists to provide the essential non-academic services and facilities that help achieve a healthy and balanced approach to University life. Our service and facilities include the provision of food, retail, sport and recreation facilities and services, clubs, societies, child care and a wide variety of events and entertainment. U@MQ Limited is a subsidiary company of Macquarie University.

**Our Vision:** Providing more than an academic experience.

**Our Mission:**

- To create a vibrant, fun and healthy University campus environment
- To develop partnerships that will add value to Macquarie University
- To focus all services and facility requirements on the customer's needs.

## **Nature & Scope of Position**

### **a) Key Accountabilities**

The position:

- Under the guidance of the Editor-in-Chief and the Creative Director, take responsibility for all photographic input into all issues of the student publication.
- Develop and maintain an exclusive image stock accessible to all editors and designers.
- Ensure that all publication dates are met as outlined in the Publications Bookings and Deadlines Calendar.
- Create a publication that graphically fairly and accurately represents a wide cross-section of student ideas, views, opinions and interests across the Macquarie University community, including NCELTR and SIBT students.
- Assist the Editor-in-Chief, Creative Director, and Campus Engagement Officer in administrative tasks required to run the publication.

### **b) Challenges/Problem Solving**

Challenges of the position include:

- Work in close conjunction with other editorial team members and the appointed printers ensuring that print deadlines are met at all times.

### **c) Decision Making**

The position:

- Adhere to the Code of Conduct in all dealings with the student publication.

### **d) Communication**

All employees and contractors of Campus Life engage in teamwork as a means of meeting the requirements of their position. This requires regular communications with other staff.

### **e) Occupational Health & Safety**

Campus Life is committed to the health and safety of everyone in the workplace and recognises that occupational health and safety is the responsibility of all managers and staff. All staff agree to abide by Campus Life's Occupational Health & Safety Policy as a condition of accepting employment.

### **f) Equal Employment Opportunities**

Campus Life is an Equal Opportunities Employer.

**Selection Criteria**  
**Knowledge, Skills and Experience**

Essential

- Knowledge and past experience of photography is a necessity.
- Experience in newspaper and magazine photography is preferred.

Desirable

- Strong creative and photographic skills.
- Willingness to work and coordinate duties with the Creative Director.
- Willingness to learn new print design skills and the ability to autonomously apply new skills to set tasks.
- Attention to detail.
- Ability to work under pressure.
- Strong organisational abilities with a commitment to working to stipulated deadlines.

## **CAMPUS LIFE VALUES**

### **Integrity & Honesty**

Act at all times in a moral and ethical way, consistent with the values of the organisation

Operate consistently and truthfully in achieving our objectives as an organisation

### **Sustainability**

Consider environmental and social factors in all actions and decisions alongside economic profitability, and ensure an organisational culture that equips us with the skills we need to face the challenges of tomorrow's world

Drive a culture of contributing to the environmental, social, and economic impact of Campus Life

### **Learning & Innovation**

Provide space, time, incentives and an open mind to experiment, create and expand each and every one's potential

Creating an environment that fosters creative thinking, collaboration and continuous improvement creatively, collaborating

### **Health & Balance**

Maintain a holistic view of self and the organisation to ensure sustainable working practices and a better quality of life for all

Creating a work environment that provides flexibility to enable a balance between work, family and life commitments

### **Selflessness**

Constantly reflect on how to contribute to the team in achieving Campus Life's vision, not what you personally can get out of the organisation

Acting in the best interest of the students and campus community

### **Openness & Accountability**

Communicate in a clear and transparent way, without filtering information, and take ownership and responsibility for all thoughts and actions.