

Photographer/Videographer (Tokyo-based) 👍 独占求人

Working at American University in Japan

募集職種

採用企業名

[テンプル大学ジャパンキャンパス](#)

求人ID

1495568

部署名

Communications and Marketing Support

業種

教育・学校

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 半数

雇用形態

契約

勤務地

東京都 23区, 世田谷区

最寄駅

東急田園都市線、 三軒茶屋駅

給与

400万円 ~ 経験考慮の上、応相談

ボーナス

固定給+ボーナス

勤務時間

09:00-17:30 Monday to Friday

休日・休暇

Saturdays, Sundays, National Holidays

更新日

2024年10月04日 00:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢 (英語使用比率: 75%程度)

日本語レベル

流暢

最終学歴

大学卒 : 学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

POSITION

Photographer/Videographer (Tokyo-based)

DEPARTMENT

Communications and Marketing Support

POSITION TYPE

Full-time

LOCATION

Tokyo Campus (Sangen-jaya station)

WORK HOURS

37.5 hours per week (9:00 to 17:30, Monday to Friday)

REPORT TO

Executive Director, Communication and Marketing Support

VISA REQUIREMENT

Temple University, Japan Campus (TUJ) is able to sponsor a visa for this position.

SALARY & BENEFITS

Salary commensurate with experience.

Eleven days paid vacation in the first year, increasing to 20 days after 6 years of employment, plus 5 paid "personal and sick days" each year. In addition, approximately two weeks university-wide break over Christmas/New Year. Japanese social insurance and pension, commuting allowance, and tuition benefits for Temple University, Japan Campus (TUJ) programs.

OVERVIEW OF POSITION

Temple University, Japan Campus is looking for a full-time photographer/videographer who will be responsible, in part, for elevating the visibility of TUJ by adopting methods to highlight and display the advantages of attending TUJ.

In this exciting and significant role, the photographer/videographer will be part of the team dealing with public relations, advertising, social media and publications. This role will work closely with the multimedia production specialist.

SPECIFIC DUTIES AND RESPONSIBILITIES

The photographer/videographer will play a key role in increasing the visibility of TUJ and helping develop new pathways to attract students and highlight the TUJ campus, faculty, students, and alumni. Specific duties include:

- Shooting video and photo content for a variety of projects across multiple departments.
- Coordinating/scheduling shooting projects across multiple departments
- Executing video/photo shootings in cooperation with other departments and stakeholders
- Editing photos/videos in accordance with Temple University, Japan Campus branding guidelines.
- Evaluating/managing the quality of outcome footage and deadlines to meet the requester's demand.
- Frequently assisting with events and/or operations during weekdays and some nights and weekends.
- Attending regularly scheduled meetings.
- Being responsible for the maintenance of camera and video equipment, filing footage and photos for sharing.
- Participating in and supporting other events, activities and projects that the department is responsible for per the Executive Director's requests.
- Managing Student Workers: Overseeing the administration of student workers, including hiring, training, coordinating tasks, and ensuring an efficient and smooth workflow.

Application Process

Review of applications will begin immediately. Please send your application to tujjobs@tuj.temple.edu with the following four items as attachments:

1. a letter of application (Applications without a cover letter will not be reviewed);
2. resume or CV;
3. contact information for two references.

4. a portfolio with links to work in both event/interview footage and photography, as well as portrait photography.

Please indicate the title of the position you are applying for in the email subject box. Also, we would appreciate it very much if you could let us know from which website/resource you found out about this position.

Only those applicants who make it past the initial review will be contacted.

Temple University, Japan Campus is committed to equal opportunity employment, and to increase diversity and inclusivity in both its community and curricula. All qualified applicants shall receive full and equal consideration for employment. The university does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law. Candidates who can contribute to the institution's goals are strongly encouraged to apply.

スキル・資格

REQUIRED SKILLS

- Bachelor's degree in Film Production, Cinematography, Multimedia Arts, or a related field.
- Three or more years' working experience in photography and videography.
- Three or more years of working knowledge with Premiere Pro, Lightroom, Photoshop and After Effects.
- Skilled in both journalistic and promotional photography, with the ability to capture key moments; ensure brand visibility; ensure proper composition and spacing; and avoid cut-offs at the top and edges of photos for website and print materials.
- Proficiency with Microsoft 365 (Word, Excel, Outlook is a must)
- Expertise with audio and video equipment, either in a studio or remote field production.
- Proficiency with DSLR, digital video cameras and their appropriate lenses.
- Ability to design, frame and set a standard 3 point-lighting for filming and photography.
- Handle multiple projects simultaneously while meeting tight deadlines.
- Excellent communication skills and strong work ethic.
- Ability to lift 30 lbs. of equipment.
- Flexible to travel to various locations across Tokyo and the Kansai area such as Kyoto, or other places required for the job.
- Demonstrating the ability to work as a member of a team operating under strict deadline constraints and branding guidelines.
- Bilingual English and Japanese, both business level.

PREFERRED SKILLS

- Relevant certifications or coursework in videography and film production are a plus.
-

会社説明