



DEPARTMENT OF RECREATION, ATHLETICS & WELLNESS

UTM Moves: Photo & Video Lead (Work-Study)

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

Deadline:	Sunday, August 4, 2024 by 11:59PM
Number of Positions:	1
Rate of Pay:	The Work Study pay rate is starting at \$16.55 /hr
Position Start Date:	August 26, 2024 (tentative)
Position End Date:	March 30, 2025
Number of Hours per Week:	Up to 15 hours per week. Must be willing to work varying day, evening and possible weekends
Classification:	Work-Study (Fall/Winter)
Summary:	<p>About UTM Moves: UTM Moves is a peer-based wellness education and community-building program at the Department of Recreation, Athletics & Wellness. Through diverse programming initiatives, UTM Moves highlights the benefits of movement and physical activity for student wellbeing and academic success, and aims to make physical activity inclusive, accessible, and fun for all UTM students.</p> <p>Visit uoft.me/utmmoves and/or follow @utm_athletics on Instagram for all the latest updates about upcoming UTM Moves events and initiatives.</p> <p>Role Overview: Reporting to the Supervisor, Wellness Programs, the UTM Moves: Photo & Video Lead is responsible for capturing, curating, and managing a digital library of photos and videos to support the UTM Moves Program in the Department of Recreation, Athletics & Wellness (DRAW).</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Capturing high-quality photos and videos at UTM Moves events, programs, and activities • Ensuring visual content aligns with the brand and messaging of the Department of Recreation, Athletics & Wellness (DRAW) • Organizing and maintaining a digital library of photos and videos for use across various platforms, including the UTM Moves website and social media channels • Editing and enhancing photos and videos using editing software to ensure professional quality and consistency • Planning and coordinating coverage of major events, ensuring key moments are captured effectively; working closely with event organizers to understand photo and video needs and requirements • Providing creative input and ideas for visual content to support marketing and promotional campaigns; and collaborating with the Communications Team to align visual content with overall marketing strategies • Assisting in developing visual content for social media posts and campaigns • Producing short promotional videos, highlight reels, and multimedia presentations as needed



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	<ul style="list-style-type: none"> • Maintaining and managing photography and videography equipment, ensuring proper functioning and upkeep • Ensuring compliance with copyright laws and university policies related to the use of visual content • Maintaining accurate records of photo and video assets, permissions, and releases <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> • Collaborating with a wide range of campus stakeholders, including student groups, clubs, staff, and faculty to enhance program offerings, increase reach, and integrate wellness initiatives into broader campus life • Supporting and staffing UTM Moves events and initiatives • Attending and contributing to regular team meetings to share progress and updates • Referring students to DRAW programs and resources, and maintaining up-to-date knowledge of available supports on campus and in the community • Representing the Department of Recreation, Athletics and Wellness and the University of Toronto Mississauga in a respectful, professional and inclusive manner • Performing any additional relevant duties and tasks as designated by the Supervisor, Wellness Programs
<p>Qualifications:</p>	<p>Key Qualifications:</p> <ul style="list-style-type: none"> • Must be a University of Toronto Mississauga student enrolled during the 2024/25 academic year and be in good academic standing • Successful completion of a minimum of 2 years of university study • Mandatory attendance at all training sessions (Last week of August 2024) • Previous experience with event photography and videography • Strong knowledge and experience with photo editing software/tools (e.g., Adobe Creative Cloud) • Strong organizational and project management skills with the ability to manage multiple tasks simultaneously • Excellent interpersonal skills, with the ability to engage and inspire diverse audiences • Creative and strategic thinking abilities to develop innovative wellness programs and events <p>Additional Qualifications:</p> <ul style="list-style-type: none"> • Interest in student health, wellness, fitness, and/or athletics • Leadership and teamwork skills • High level of initiative and self-motivation • Ability to work flexible hours, including evenings and weekends, as required for event execution • Ability to work independently as well as in a team setting • Knowledge of University of Toronto campus resources • Appreciation for equity, diversity and inclusion-related issues • Proficient knowledge around Microsoft 365 (Word, Excel, PowerPoint)
<p>Method of Application:</p>	<p>Deadline to Apply: Sunday, August 4, 2024 by 11:59PM</p> <p>Please send the following materials to: Ravinder.gabble@utoronto.ca (see contact details below).</p> <ul style="list-style-type: none"> • Resume • Cover letter



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- Two (2) previous photography samples from personal/professional portfolio (send as URL or shared drive link)
 - E.g., promotional campaign, before/after edits, event coverage
- One (1) previous videography sample from personal/professional portfolio (send as URL or shared drive link)
 - E.g., Instagram Reel/TikTok, event highlights video, promotional video

We thank all applicants for their interest in the position, however only those applicants selected for further consideration will be contacted.

**Contact
Information:**

RAVI GABBLE, MPH

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