



Area V Media Specialist

Short Job Description:

- ❖ Responsible for producing the AGS Yearbook, certificates, t-shirts, social media content, and the closing slideshow.
- ❖ Act as the official AGS photographer which requires time at evening events outside of normal office hours.
- ❖ Organize and assemble “Facefinders” for faculty/staff.
- ❖ Set deadlines for production and delivery of materials to printers/vendors.
- ❖ Organize t-shirt design contest with students and work closely with winner to produce the AGS t-shirt design.
- ❖ Collect photos from students and faculty/staff that can be used for production.
- ❖ Select photos for use on the AGS website, campus displays, and social media.
- ❖ Maintain regular office hours with responsibilities as assigned.
- ❖ Report to required Area V and AGS meetings.
- ❖ Assist Area V staff with other duties as assigned.
- ❖ Requires experience with pre-press procedures.
- ❖ Requires familiarity with production software such as Adobe InDesign, Illustrator, Photoshop, and other photo editing or media composition software.
- ❖ Requires experience and knowledge of photography techniques and equipment.
- ❖ Basic computer knowledge and word processing skills are helpful.
- ❖ Requires the ability to set and adhere to deadlines.