

POSITION DESCRIPTION

**MONSU.CREW PHOTOGRAPHER**

**Department:** Corporate

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**Reporting to:** Creative Manager

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**Job Type:** Volunteer

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**WHO ARE WE?**

MONSU Caulfield is the Undergraduate Student Union at Monash University, Caulfield Campus. We support over 10,000 students by providing free services, programs, events, activities and representation, to ensure students have the best possible university experience.

We are a not-for-profit organisation, comprised of full-time and part-time staff and a democratically elected student council (Student Representatives). We're an organisation run by students, for students, with a passion for ensuring a great student experience on campus and that student interests and issues are being addressed by the University, government and broader community.

With portfolios across a range of areas like women's, welfare, queer, international students, sustainability and much more, we strive to be a leader in student representation and providing outstanding experiences for all students. We do this through campaigns, events, activities, workshops, advocacy, welfare and support.

MONSU Caulfield staff are integral in providing the high-level expertise and support necessary to ensure the services we deliver to students are of outstanding quality.

**ROLE PURPOSE**

The MONSU.CREW Photographer is an unpaid volunteer role. Your role is to:

- Document memorable MONSU Caulfield student experiences through photography
- Create a bank of MONSU Caulfield photographs
- Deliver official photography services for MONSU Caulfield
- Collaborate with the MONSU Caulfield Student Council and staff to bring ideas to life

**KEY RESPONSIBILITIES**

**Photography Services**

1. Under the direction of the Creative Manager, act as a photographer for MONSU Caulfield.
2. Shoot photography content for websites, creative projects and social media.
3. Collaborate with our Marketing and Communications, Event and Workshop teams.

**Events Photography & Photobooth Services**

1. Shoot photography content at all MONSU Caulfield events, including on-campus activations, signature event weeks and off-campus events.
2. Deliver and operate photobooth installations.
3. Collaborate with our Student Experience team.

**Mentoring Program**

1. Actively participate in the MONSU Caulfield Mentoring Program as a mentee.
2. Develop workplace experience with the added benefit of an experienced mentor.

**Work Health & Safety**

1. Ensure compliance with all Monash University and MONSU Caulfield WHS Policies, Procedures and instructions.
2. Take immediate action to rectify any unsafe situations or acts.
3. Report all incidents and hazards to the General Manager and Monash University.

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### MONSU.CREW PHOTOGRAPHER

#### CORE COMPETENCIES

##### Fostering Teamwork

The ability and desire to work cooperatively with others on a team.

##### Communication

The ability to articulate ideas clearly and engage in conversation and interaction with others in a constructive manner. Demonstrated active listening skills combined with the ability to communicate clearly, keeping stakeholders and students informed by showcasing strong verbal and written communication skills.

##### Customer Orientation

Demonstrated concern for meeting the needs of external and/or internal customers with a student-centred approach.

##### Self Confidence

Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition.

##### Flexibility

Demonstrates an openness and willingness to new ways of doing things and maintains enthusiasm to take on new challenges.

##### Integrity

Demonstrates honesty, responsibility, reliability and trustworthiness.

##### Managing Performance

The ability to take responsibility for one's own performance.

##### Interpersonal Awareness

The ability to notice, interpret and anticipate the needs, concerns and feelings of others, and to communicate this awareness with empathy and compassion.

#### KEY SELECTION CRITERIA: ESSENTIAL

- Currently enrolled student at Monash University Caulfield Campus.
- Experience with mirrorless/DSLR cameras and lighting.
- Strong photography skills across diverse environments and lighting conditions.
- High adaptability and composure at on-location shoots and events.
- Excellent time management and communication skills.
- Demonstrated understanding of Workplace Health & Safety practices.

#### KEY SELECTION CRITERIA: DESIRABLE

- Videography experience (Capturing, editing and publishing video content).
- Knowledge of student organisations or not-for-profit community groups.
- Experience engaging with students and volunteers.

#### OTHER JOB-RELATED INFORMATION

- Out-of-hours work may be required
- A current Working With Children's Check is required

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#### **WHAT WE CAN OFFER YOU**

- Flexible hours to suit your timetable
- Additional benefits through our MONSU.CREW Rewards Program
- A unique opportunity to positively impact the student body
- A fun, fast and driven environment with lots of potential for learning and growth
- Awesome professional experience working in a leading student engagement organisation