



**POSITION:** Photographer & Videographer  
**CAMPUS/DIVISION:** School-Wide/Communications Office  
**REPORTS TO:** Communications and Marketing Coordinator  
**JOB OPENING:** 19 – 31 May 2022

**PURPOSE:**

Under the direction and supervision of the Communications and Marketing Coordinator, the photographer and videographer's main responsibilities relate to the areas of creating compelling stories of school-wide events, divisional events, curricular programs/classroom activities photo (and/or video) content for a website, Facebook, Instagram, Twitter, YouTube, LinkedIn, Pinterest, and other digital platforms.

**QUALIFICATIONS AND EXPERIENCES**

1. College/University graduate (Major in Visual Communications will be preferred)
2. Minimum 2 years' experience in a similar position and/or in a school setting preferred
3. Proven experiences in technical, photography, and videography skills
4. Strong knowledge of lighting techniques, compositional skills, on-set skills, model direction, and attention to detail
5. Range of creative and technical skills necessary for graphics creation, color correction, etc.
6. Good understanding of storytelling – visually and narratively
7. Must be highly skilled and proficient with Adobe Creative Suite, Capture One
8. Strong compositional skills and knowledge of industry-related trends
9. Animation and stop motion skills preferred
10. Demonstrated with retouching experience is a huge plus
11. Fluent in written and spoken English and Bahasa Indonesia
12. Ability to understand and carry out oral and written directions, work under own initiative, and under instruction and make decisions in a fast-paced environment
13. Ability to maintain confidentiality
14. Excellent personal communications skills when working with students, faculty, parents, and colleagues
15. Must have the ability to scale the production/photo (and/or video) shoot as needed
16. Excellent sense of pace and timing, a knowledge of the best ways to grab viewers, and a sense of when photos should be captured (and/or videos should be short or long-form)
17. A clear commitment to Child Protection, safety, service learning, and environmental stewardship

**DUTIES AND RESPONSIBILITIES**

1. Creates, shoots, edits, and produces intriguing photos and videos and/or motion graphic content for JIS's website, JIS social pages, and various platforms (such as product collateral, print ads, backdrop, and more)
2. Shoots a variety of styles of JIS content – both in the field and/or indoor and outdoor
3. Produces creative, fun, and social-driven photography and videos that people will like and share across all platforms



4. Generates ideas for, and experiments with, new formats and content types (such as not limited to time-lapse, cinemagraph apps, boomerang apps, etc.)
5. Produces superior photos and videos in a timely manner in a high-volume environment with tight deadlines to consistently
6. Maintains and takes care of photography or videos equipment, products, and other supplies
7. Performs self-development activities and professional learning to upgrade job competency
8. Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting
9. Performs other related duties and assumes other responsibilities as assigned the Communications and Marketing Coordinator, including and not limited to other projects when deemed necessary.

**TO APPLY**

Interested qualified candidate, please send your cover letter, resume and 3-5 list of professional references to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id).