

PROMOTIONS OFFICE

Organization name: Promotions Office/Student Affairs Marketing (in the Division of Student Affairs)

Job title: Production Designer

Reports to: Creative Services & Production Manager, Video/Photo Project Manager

Job objective: Oversees and directs the visual appearance of large scripted productions which includes: set dressing, wardrobe, and props.

Responsibilities:

- Attends pre-production meetings and gives creative input for visuals
- Procures props and wardrobe
- Prepares wardrobe and make-up for talent
- Dresses and strikes sets
- Watches and controls continuity on set
- Liaise closely with director, cinematographer, and actors
- Manages time and works within a strict budget to meet project needs
- Adheres to the legalities of logos and copyrighted images
- Creatively troubleshoots production design issues on set

Required qualifications:

- Film and Video major or related field of study
- Must be current GVSU student enrolled in at least 6 credits
- Strong communication and organizational skills
- Highly motivated individual with the ability to collaboratively work on a team
- Knowledge of basic design principles and understanding of visual aesthetics

Preferred qualifications:

- Experience with any of the following:
 - Hair & make-up (including SFX)
 - Basic sewing/tailoring
 - Color pallets
- Access to personal means of transportation
- Ability to work outside normal office hours, including weekends if needed
- Familiarity with other set positions and experience with set procedures

Compensation: Starts as a level 5A (based on the [GVSU Student Wage Rate Chart](#)) and increases based on prior experience and time in the position. Hours are available on a project by project basis.

Description of organization: The Promotions Office is a student-powered creative agency that provides design, print, video, photo and digital marketing services for clients (on campus) which educate, inform, and inspire the campus community. We are a part of Student Affairs Marketing within the Division of Student Affairs.

How to apply: Deadlines and information about applying for this position can be found online at:

<http://gvsu.edu/promotions/apply>

