

Photographer and Videographer



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role: Photographer and Videographer

Terms: Permanent part-time – 22.5 hours per week
39 weeks per year
(flexibility with some out of hours work is essential)

Commencement Date: As soon as possible

Classification: Education Support Officer
Resources Stream Grade 3 Year 1

Responsible to: Marketing and Digital Communications Manager

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The role of the College Photographer and Videographer is to capture and share the vibrant life of the College community. Through professional photography and videography, this role communicates the essence of student life, events and achievements, enhancing the College's internal and external image and fostering authentic connection with families, students, staff and the wider College community. The Photographer and Videographer is required to assist the Marketing and Digital Communications Manager on the delivery of a variety of digital/web projects and to deliver tailored content suitable for various digital and social media platforms.

The Photographer and Videographer is directly responsible to the Marketing and Digital Communications Manager and is a member of the Marketing team.

Visual Storytelling

- Capture compelling visual narratives that reflect the College's culture, values, and unique experiences.
- Produce images and videos that evoke emotion and highlight academic and co-curricular milestones.
- In conjunction with the Marketing and Digital Communications Manager, collaborate with staff, students and families to capture authentic, impactful moments that showcase the heart of the College.

Photography and Videography

- Capture and edit high-quality, story-driven images and videos (including adding music, captions and effects) for College events, including student achievements to be used for marketing across social media, newsletters and promotional material.
- Assist in overseeing the student photo management software (SchoolBench).
- Edit photos, video content, images submitted by staff and optimise for print and web use.
- Create short films and engaging video content that showcases the College's culture, achievements and student experiences.
- Build and maintain a digital library of optimised, print-ready images and videos for multiple communication channels.
- Work with the Marketing and Digital Communications Manager in understanding requirements relating to image usage and obtaining parent consent in using images.
- Work closely with the Marketing and Digital Communications Manager and Admissions Manager to develop creative visual campaign ideas.
- Any other duties as directed by the Principal.

Mission, Ethos, and Professional Conduct

- Embody and promote the Loreto mission, values and the charism of Mary Ward in all aspects of College life.
- Actively support the Catholic ethos through participation in prayer, retreats, social justice initiatives, and service activities.
- Model Christian values of integrity, respect, and compassion in all interactions with students, staff, and families.
- Maintain confidentiality and uphold the highest professional standards within the College and wider community.
- Manage information and communication responsibly, in accordance with College policies including Privacy and Responsible Use of Technology.

- Publicly support and uphold the College's policies, strategic plans, and professional standards, including the Safeguarding Children and Young People Code of Conduct.
- Undertake any other duties as directed by the Principal.

Person Specification – Essential Criteria

Experience and Knowledge

- A strong practical base of experience in DSLR portrait and event photography and videography
- Proficiency in Adobe Creative Suite (Photoshop, Lightroom, Premier Pro, etc)
- Experience in visual composition, lighting and both indoor and outdoor shooting techniques
- Exceptional creativity and a passion for telling stories through visuals

Personal Qualities, Skills and Abilities Required

- Excellent interpersonal skills, including the ability to listen and communicate effectively
- Excellent communication skills that can be used effectively with staff and students
- Ability to be self-motivated and proactive and also be an active and supportive contributor in a team environment
- Ability to work to a deadline

Desirable skills

- Previous experience in a school environment would be highly regarded
- Familiarity with social media platforms, trends in digital storytelling and content creation
- Experience in (or willingness to learn) student photo management software

Educational/Vocational Qualifications

- Relevant tertiary qualification (eg Diploma of Photography and Digital Imaging) or equivalent industry experience (required)
- Provision of a current Working with Children Check
- A current Responding to Risks of Harm, Abuse and Neglect – Education and Care Certificate

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury, and pain or discomfort following a work-related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

June 2026

Applications

Applications for the position of permanent part-time Photographer and Videographer should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- All applicants will be required to attain a Working with Children Check and maintain police clearance to work in Catholic Education SA, approved Responding to Risks of Harm, Abuse and Neglect – Education and Care training and First Aid training. Please attach any relevant certificates to your application

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details (including email address) of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Friday, 17 July 2026