Posted: November 10, 2026

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: UNIVERSITY MULTIMEDIA MANAGER/PHOTOGRAPHER/VIDEOGRAPHER

DEPT: MARKETING AND COMMUNICATIONS

REG ☑ **TEMP** ☐ **FULL TIME** ☑ **PART TIME** ○

STARTING RATE or SALARY RANGE Negotiable
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.
All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: 11/18/2026* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Serve as principal photographer and videographer for New Mexico Tech. Produce strategic photos and videos as identified by the Department of University Marketing and Communications, in collaboration with campus constituents. Translate the spirit, objectives, and needs of New Mexico Tech into high-quality storytelling that reinforces the mission, vision, values, and strategic plan of the institution. Support social media with visual content. Serve as university graphic designer for institutional events, such as Commencement, Convocation, Homecoming, etc. Help ensure institutional brand standards, messaging consistency, and communications align across projects and departments This will provide critical support for the Marketing and Communications Department to fulfill its charge to grow brand awareness and reputation and positively impact student enrollment. The incumbent will need to be available to work evenings and weekends and longer days as needed.

JOB FUNCTIONS:

Generate, field, and manage photo requests for use on website, social media, other digital platforms, print products, and more. Take and edit photos accordingly.

Generate, field, and manage video requests. Plan, produce, and edit videos for the web and social media, including conceptualization, storyboards, shot lists, researching, reporting, interviewing, and scripting; logistical coordination; technical production of video, audio/recording/sound, lighting, and credits; and editing of footage.

Graphic Designer for print and digital materials for institutional events such as Commencement, Convocations, Homecoming, etc. Serve a critical role in the Department of Marketing and Communication as a brand ambassador to the campus. Work with the Director of Marketing and Communications and agency partners on brand awareness, graphic design and visual identity standards.

Help ensure institutional brand standards, messaging consistency, and communications align across projects and departments

Assist with technical support for Board of Regents meetings and select President's Office initiatives.

Provide management support to the Department of Marketing and Communications. Other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's degree in photography, videography, film, art, communications, or related field. Three or more years of professional experience taking photographs and producing video, ideally in a higher-education setting. Experience with short form and long form video production. Fluent digital editing skills, with expertise in photography, video storytelling, lighting, sound, pre- and post-production, cameras, lenses, and microphones, as well as with software platforms related to digital editing, image correction, and retouching (e.g., Adobe Creative Suite, Final Cut Pro, iMovie, Adobe Premiere Pro Understanding of digital video formats for upload to YouTube and other digital channels, in particular on NMT social media accounts. Gather and interpret video analytics. Strong video and photography prowess. RVast interpersonal skills. Communicate well verbally and in writing with a wide range of people, including senior executive and administrative leaders, deans, faculty, students, supervisors, colleagues, other employees, alumni, volunteers, media, and the public. Collaboration with diverse groups inside and outside of the university. Team player eager to work closely with New Mexico Tech's faculty, staff, students, alumni, and organizations. Flexibility and adaptability. Move from deliberateness to urgency; manage multiple projects simultaneously; and stay calm under pressure. Excellent organizational skills and ability to meet deadlines. Creative, organized, energetic, motivated, committed to learning new skills, and able to work independently in a fast-paced setting.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 30%	Sitting 30%	Walking 30%	Pulling
Pushing	Lifting	Stooping 5%	Kneeling 5%
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu