



# St. Andrew's School

350 Noxontown Road  
Middletown, DE 19709-1605

**Job Title:** Photographer/Videographer  
**Department:** Communications  
**Reports to:** Director of Communications  
**Type:** 12-month Staff, FLSA Exempt  
**Posted:** January 27, 2026

St. Andrew's School develops the independence, character, mind, and spirit of its students to prepare them for lives of citizenship, service, and purpose. All our students live, learn, and play in the natural beauty of our 2,200-acre campus. At the center of our community are curious, motivated, and diverse students who are accepted without regard to their families' means. Each young person is challenged and valued, and students are truly known by the life-long mentors who teach, coach, and advise them. Human connection, face to face, is the foundation of our program. Friendship and joy define our spirit; "faith and learning" is our motto. To learn more about St. Andrew's visit our website at [www.standrews-de.org](http://www.standrews-de.org).

## Position Summary:

The *photographer/videographer* uses the power of imagery to advance the school's mission, strategic objectives, and tactical goals. The *photographer/videographer* develops and manages the expression of the school's identity through imagery, and they support the use of photographic media across all of the school's communications channels. This position reports to the director of communications and collaborates with the entire Communications team.

## Essential Functions:

- Collaborate with the Communications team to identify compelling concepts and content that aligns with the school's strategic and tactical goals.
- Serve as the school's primary photographer and videographer. Capture high quality, evocative imagery across a wide range of subjects and shooting environments, as needed and as assigned.
- Explore and experiment with new tools and ideas for photo and video work at the school.
- Create short and long form videos for use on the website and in other multimedia presentations.
- Ensure the ethical and appropriate use of images and image-tools in the department.
- Support the technical and creative interface with the school's stable of photo and video vendors.
- Monitor and manage photo assets (photo, video libraries and public galleries) to ensure appropriate use and distribution.
- Oversee and maintain the organization of the department's photo and video asset libraries, including online galleries, archives, and other image storage and sharing platforms.
- Manage the school's inventory of professional photo/video equipment.
- Remain current on emerging trends and technologies in the photo and video field, and advise the team on any necessary changes in strategy.
- Support the development and expansion of team members' photo, video, and visual skills.
- Provide support for team projects and assignments as needed, including all-hands initiatives, evening and weekend event coverage, and backup support for absent team members.
- Perform other duties as assigned.

## **Job Qualifications:**

- Three or more years of relevant experience.
- Demonstrated ability to consistently capture compelling, high-quality imagery.
- Willingness and ability to provide photography coverage on evenings and weekends.
- Advanced proficiency in photographic tools such as Adobe Photoshop and Adobe Lightroom (Classic).
- Advanced proficiency in video editing tools such as Adobe Premiere or Final Cut Pro.
- Competency with productivity suites (Google Workspace, Microsoft Office)
- Experience with web content management systems (e.g., FinalSite, WordPress, Squarespace) a plus.
- Demonstrated ability to execute diverse shooting assignments and styles, including events, portraits, and landscapes, utilizing both natural and supplemental lighting techniques.
- Strong interpersonal skills, with the ability to interact professionally with a diverse array of stakeholders including students, faculty, and external partners.
- Strong organizational skills, high attention to detail, and the ability to work independently while contributing to broader team goals.
- Experience creating content for social media platforms is a plus.
- Proficiency in motion graphics or 3D graphics, or other multimedia tools a plus.

## **Physical Requirements:**

- Ability to sustain prolonged periods of sitting or standing while operating a computer, including repetitive use of hands and fingers for computer and photo equipment operation.
- Possesses the fine motor skills and hand-eye coordination necessary to support detailed work with equipment and software.
- Must have the ability to perceive the full range of the color spectrum (color vision) and tolerate prolonged exposure to moving images and variable lighting conditions on screens and in the field.
- Ability to frequently lift, move, and set up equipment weighing up to 50 pounds.
- Must be able to physically traverse the campus to reach various locations for shoots, meetings, and resource access, including carrying gear over varying terrain.

*This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.*

## **Conditions of Hire:**

A thorough background check, inclusive of fingerprinting and Child Protection Registry Check, is required as a condition of employment. Applicants must complete satisfactory reference checks, confirmation of compliance with federal and state employment laws, and any other required condition of employment.

## **Benefits of Employment at St. Andrew's School**

Benefits are subject to eligibility requirements and plan guidelines; additional details can be found in our employee handbook, which is furnished upon request.

- Medical, Dental, and Vision Insurance: Two health plan options to ensure you and your family have access to quality care
- Paid Time Off: Generous paid time off and holidays to help you maintain a healthy work-life balance

- Employee Assistance Program: Access to resources and programs promoting physical and mental well-being
- Health Savings Account which includes St. Andrew's School match
- Life and AD&D Insurance at no cost to you
- Retirement Plan: Secure your financial future with our 403(b) retirement plan. The School provides a matching contribution of two for one, for every dollar contributed, the School will contribute two dollars, up to 10% of salary from the School, with immediate vesting. Rollovers are permitted from other 403(b) plans.

**To Apply:**

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 285-4211. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance. St. Andrew's School is an equal opportunity employer. We welcome candidates of all backgrounds, and we seek to foster an inclusive, welcoming workplace. Interested candidates should send a letter of interest and resume to:

St. Andrew's Human Resources  
350 Noxontown Road  
Middletown, DE 19709  
[hr@standrews-de.org](mailto:hr@standrews-de.org)