

Photography Media Specialist Job Description

The Photography Media Specialist, along with the Videographer, are the story tellers of camp. The Photographer is responsible for photographing campers and staff throughout each camp day, uploading the photographs to our camper photo site. In addition, they are expected to actively film live video to be used in our slideshow/video and year-round marketing. The Media Specialist reports to the Executive Director and Assistant Director.

Responsibilities

1. Take, develop, sort, and bag all resident, adventure, special needs and day camp group photos.
2. Take activity photos of all camp groups each day throughout the week.
3. Screen and upload camper photos to website every day.
4. Create weekly slide show for campers.
5. For Tekoa's future use, copy all photos and slide shows / videos to HD.
6. Create staff slide show / video for the end of training and end of summer.
7. Support Social Media objectives of Camp
8. Other duties as assigned by the Director and Assistant Director.

Specific Duties

1. Take, develop, sort, and bag all resident, adventure, special needs and day camp group photos.
 - All group photos, including Day Camp, must be taken and developed by **Tuesday at 5:00 pm** (For the purpose of Wednesday Mini-camp checkout, and early resident camp checkout)
 - Photos must be individually bagged and labeled by group number by **Thursday at 5:00 pm**.
2. Take activity photos / videos of all camp groups each day throughout the week.
 - Camper photographs / video must be taken at all camp activity locations (not just photos from the dining hall area), this includes campouts, tree climb, meadow, big zipline, high ropes, tower, field, etc...
 - Include photos of day and evening programs.
3. Screen and upload camper photos to website every day.
 - Screen and upload a minimum of 100 photos, every day, to the photo site. All photos should be uploaded **every evening at 9:00 pm**.
 - Photos should be TEKOPRIATE! No distasteful photos, parents will be viewing these photos (for example; no upset campers, no up-close body parts, no inappropriate hand gestures, etc...)
 - Start uploading photos **every Sunday night** after campfire.
 - Keep staff photos to a minimum when uploading to the photo site.
4. Create weekly slide show / video for campers.
 - Friday night slide show must be ready by **12:00 (noon) Friday**.
 - Remember to include all group photos, limited staff photos and action video shots.
 - Slide show should last 8-12 minutes.
 - Include adventure camp photos (you will need to check with adventure camp leaders for photos).
5. For Tekoa's future use, copy all photos and slide shows to HD.
 - At the end of each week, copy, burn and label all photos and slideshow / video to extended HD.
 - For Tekoa's marketing purposes, photos should be classified by staff, special needs, adventure camps, elementary, middle, high, day, all camp, and misc.
 - Keep them organized on the extended HD.
 - Label them with DATE, CAMPWEEK, and TITLE/SUBJECT.
6. Create staff slide show / video for the end of training and end of summer.
 - Two total: (1) At the end of training, (2) the end of camp.
 - Start compiling staff pictures on a weekly basis, uploading them to the slideshow program (so that it is not a last minute production).
 - End of summer staff slide show / video should be a photo/film progression from Day 1 of staff training to the last week of camp.
7. Support Social Media objectives of Camp
 - Creatively portray images from the summer with the consent of the Administrative Staff to support our continual marketing to parents and campers
8. Work as a team with the Photographer
 - Collaborate on media initiatives
 - Coordinate schedules for media macbook use, camera use, chargers, external hard drive use, etc.

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9. Partner with Photographer to run the event for the weekly slideshow / video in the Pavilion on the last evening of each session.
 - Coordinate with Cookouts Specialist on ice cream.
 - Coordinate with Community Life Coordinator on leading the tradition of singing “If I had a Hammer” right before the video starts.
 - Set up the a/v equipment in advance. Test out the slideshow / video in advance. Clean up a/v equipment that evening.
10. Other duties as assigned by the Director and Assistant Director.
 - Things come up, be flexible!

Photograph reminders

1. Take photographs of campers wearing store merchandise.
2. Take up-close photos of campers participating in activities not just sideline shots.
3. Staff photos are important to us, but not for E-Camp purposes, so please still remember to take staff photos.
4. When taking group photos, have a plan!
 - Use a tripod.
 - Frame the group shots.
 - Set up the shot by directing the campers and staff.
 - Make two rows (one kneeling and one standing with Family Group Leaders on the outside).