



Camp Albemarle Photographer Job Description

Reports to: Director of Summer Camp Ministries

Purpose of Position:

The Photographer is responsible for photographing campers and staff throughout each camp day and uploading the photographs to our camper photo site. In addition, they are expected to film live video to be used in our slideshow/video and year-round marketing.

Qualifications:

1. Must be 21 years of age or a rising college junior.
2. Must be or be able to become certified in first aid and CPR.
3. Must have the ability to interact with all age levels.
4. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.
5. Enjoyment and appreciation of the outdoors.
6. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
7. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.

Responsibilities:

1. Take and sort resident, adventure, 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 the website daily.
4. Create weekly slide show for campers.
5. Create staff slide show / video for the end of training and end of summer.
6. Support the Social Media objectives of Camp.
7. Perform all other duties and roles assigned by the Director of Summer Camp Ministries or admin staff.

Specific Duties:

1. Take and sort resident, adventure, and day camp group photos.
 - a. Photos must be uploaded as soon as possible for parents to view on our photo website.
2. Take activity photos / videos of all camp groups each day throughout the week.
 - a. Camper photographs / video must be taken at all camp activity locations (i.e. not just photos from the pavilion area), including campouts, tree climb, Alpine Tower, challenge course, waterfront, etc.
 - b. Include photos of day and evening programs.
3. Screen and upload camper photos to the website every day.
 - a. 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.



- b. Photos should be APPROPRIATE! Parents will be viewing these photos (for example, no upset campers, no up-close body parts, no inappropriate hand gestures, etc.).
 - c. Start uploading photos every Sunday night after Formal Swim.
 - d. Keep staff photos to a minimum when uploading to the photo site.
4. Create weekly slide show / video for campers.
 - a. Thursday night slide show must be ready by 12:00 (noon) Thursday.
 - b. Include all group photos, limited staff photos, and action video shots.
 - c. Slide show should last 8-12 minutes.
 - d. Include adventure camp photos (you will need to coordinate with adventure camp leaders for photos).
5. Create staff slide show / video for the end of training and end of summer.
 - a. Create two total slideshows: (1) At the end of training, (2) the end of camp.
 - b. Start compiling staff pictures on a weekly basis, uploading them to the slideshow program (so that it is not a last-minute production).
 - c. 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.
6. Support the Social Media objectives of Camp
 - a. Creatively portray images from the summer with the consent of the Administrative Staff to support our continual marketing to parents and campers
7. Perform all other duties and roles assigned by the Director of Summer Camp Ministries or admin staff.
 - a. Be flexible-staff roles change on a daily and weekly basis.

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. While not for E-Camp purposes, staff photos are important to us, so please still remember to take staff photos.
4. When taking group photos, have a plan!
 - a. Use a tripod.
 - b. Frame the group shots.
 - c. Set up the shot by directing the campers and staff.
 - d. Make two rows (one kneeling and one standing with Counselors on the outside).

Video Reminders:

1. Primary purpose is for promotional use after camp and weekly Thursday video / slideshow
2. Keep videos action-oriented
3. Take close-up videos of laughter & smiles.
4. Vary the activities and locations of live footage.
5. Be creative with video angles.
6. When editing, keep videos moving with short clips.



7. Intermix live video with photos.
8. Show the range of everything that happens at Camp Albemarle.
9. Find a way to visualize the spiritual emphasis of camp.

*Camp Albemarle will work with you to set up a workable routine to get all the video/camera shots needed. We also understand the hired individual will have his/her own style. Albemarle owns canon cameras. We have allowed the use of personal cameras but only at the employees own risk. This can be discussed upon hiring.