



## **Volunteer Position: Media/Photographer Coordinator**

**Purpose:** To visually document the ski season and help promote the Club

### **Key Responsibilities:**

- Take photos/video and maintain a media library.
- Arrange for alternate photographers.
- Post material to engage club members and promote cross country skiing as a sport.

**Length of Appointment:** One year (minimum)

### **Time Commitment:**

- Attendance at monthly club meetings 7-9 p.m. on the first Wednesday of the month - Sept - May as necessary to provide relevant communication regarding Jackrabbit events.
- Frequent Saturday mornings and special event days during the ski season (e.g., lantern skis, race days).
- Weekly commitment (not time sensitive) from December to April to maintain photo library, edit and share photos.
- Periodically for event meetings, emails, and telephone calls.

### **Qualifications:**

- Interest and ability in photography and social media (e.g., facebook, Instagram).
- Communication skills
- Records management (media filing system, keeping track of expenses and budget)

**Support:** Support from the Executive Committee – President, VP of Programs, V.P. Operations, Secretary; Treasurer, Committee Chairs and all General Board Members.

### **Tasks:**



- Throughout the year: Take photos/video and maintain a media library for historical and promotional purposes. This includes providing material for reports, the website, and social media tools. Manage back-ups and security of this material (e.g., ensure multiple copies are made – external drive, DVD, online drive).
- Throughout the year: Post photos to social media sites. Connect with coaches, program organizers, and other club members/photographers to provide material for posting.
- September -December: Consult the Club Calendar and meet with VP Programs, Coordinators/Committee Chairs to review schedule of events. Identify and recommend possible opportunities for photography sessions.
- October – November: Provide budget for media requirements.
- November/December - March: Acquire coach and class lists (including updates) for programs. Make arrangements to photograph participants. Attempt to get a photo of each child in lessons.
- November – April: Acquire from Zone4 Tech a list of club members who are interested in photography. Arrange for other photographers to be present at events and collect his/her photos for the media library.
- March/April: Print class photographs to be included in awards packages at Club Banquet. Prepare a slide show for Banquet.
- Throughout: Evaluate media services at each event and suggest any improvements for the next event or next year.