



JOB OVERVIEW

The photographer takes photos of campers and staff for resale and promotional purposes. The photographer works alone and is responsible for sorting and organizing all photos.

MINIMUM QUALIFICATIONS

- previous digital photography experience
- previous technical support experience
- knowledge of InDesign, Photoshop, and graphics programs preferred
- good organizational skills, self motivation, and confidence to approach groups of campers and staff
- detail orientated with an eye for perfection
- ability to follow and adhere to tight schedules while working autonomously with little supervision
- ability to follow through and complete assigned tasks

GENERAL RESPONSIBILITIES

- use digital video camera to record camp events
- take digital photos for the following web sites:
 - www.international-sports.com
 - www.troutlakeretreats.com
- take digital photos for resale
- take digital photos to record the events of the summer
- perform check in and check out responsibilities

DETAILED RESPONSIBILITIES

Photography

- take photos throughout the day
- report to office nightly to pre sort through the day's photos
- take the photos for weekly web site article
- take head shots of staff
- maintain and care for all photography equipment

Photo Organization and Uploads

- sort, resize, and group photos
- upload web site photos
- upload the text features
- resize and upload the week's staff photos for staff cabin computers

Cabin Photos

- take cabin photos every Wednesday morning
- bring cabin photos to graphic designer so cabin photo proofs can be printed after Wednesday brunch
- collect cabin photo orders every Thursday morning at staff meeting and bring to graphic designer

Miscellaneous

- take photos of staff for hiring promotional pieces
- set up / take down outdoor movie theater for all slide shows, movies, etc.
- prepare slide show for Thursday night and check-outs
- assist with cabin photo sales during checkout
- shut down and unplug the computers immediately in the event of thunder and lightning storms

Keep in mind that these are not the only duties. Some duties may be added or reassigned as necessary.

HOURS

The photographer has one day off per week on Saturday at 11:30 am until Sunday at 11:00 am. There is a 1:00 am curfew with the exception of your day off.

GENERAL RULES

The photographer is responsible to the department heads, graphic designer, the camp directors and the camp owners. All staff members are expected to abide by all policies and procedures with a positive attitude and to assist in enforcing said policies. Potential staff members should understand that campers' needs for health, safety, and happiness come first. It is the staff's responsibility to provide a positive learning experience in a safe and clean environment so that campers feel good about themselves and their accomplishments.

1. Illegal drugs, weapons, alcohol and smoking on camp grounds are strictly forbidden. Abuse of this policy is grounds for immediate dismissal.
2. Staff fraternization with campers is strictly forbidden and is grounds for immediate dismissal.
3. Coed visitation is strictly forbidden in restricted areas and is grounds for immediate dismissal.
4. Appropriate dress is required.
5. Follow and comply to all rules, regulations, policies and procedures outlined in the ISTC staff handbook.