

# Wildwood Ranch

## Job Description

POSITION: PHOTOGRAPHER

**RESPONSIBLE TO: PROGRAM DIRECTOR  
ASSISTANT PROGRAM DIRECTOR**

## QUALIFICATIONS:

In addition to those qualifications listed in the WILDWOOD RANCH JOB DESCRIPTIONS OVERVIEW, the PHOTOGRAPHER should:

1. Be familiar and knowledgeable in the area of photography.
2. Prefer someone that has access to a DSLR camera.
3. Familiar and knowledgeable with movie & editing software. (Prefer iMovie and personal laptop).
4. Take video clips of summer moments.
5. Create videos and slideshows.
6. Be self-motivated, personable and able to manage large groups of all ages.
7. Well organized and able to manage time wisely.
8. Detail oriented.
9. Attend and participate in staff meetings each day and on Sundays.
10. Put the needs of the campers before your own needs/desires.
11. Show love to all campers while they are at camp.
12. Work alongside & support other staff you come in contact with throughout the day.
13. Help campers keep the campgrounds clean by teaching them about the "Leave No Trace" concept.
14. Assist Leadership Staff during evening activities, including campfires.
15. Greet camper families with great enthusiasm when they arrive at camp/bus stop.
16. Greet with great enthusiasm the bus when it arrives with campers from Detroit.
17. Effectively utilize spontaneous "teachable moments".
18. Participate in skits and worship at Chapel as needed. Actively supervise and engage campers during Chapel.
19. Encourage & build up the excitement of the summer theme, clean

cabins and cabin competitions each week.

20. Complete camper paperwork/staff evaluations as asked by the end of the week.
21. Be an example of true Christian character and conduct.

The Media Specialist is responsible for photographing campers and staff throughout each camp day then 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. They will also assist in evening activities and chapels when finished with photography duties. The Media Specialist reports to the Program Director and Assistant Program Director.

### **Responsibilities**

1. Take, sort and label all overnight, day camp, horse camp and staff photos.
2. Keep a list of campers and staff and be sure to have balanced photos of all campers, with at least a couple photos of each camper/staff each week.
3. Take activity photos of all camp groups each day throughout the week.
4. Screen and upload camper photos to website every day.
5. Create weekly slide show for campers.
6. For Wildwood's future use, copy all photos and slide shows / videos to portable HD.
7. Create staff slide show / video for the end of training and end of summer.
8. Support Social Media objectives of Wildwood Ranch
9. Other duties as assigned by the Program Director or Assistant Program Director.

## Specific Duties

1. Take, sort, and label all overnight, day camp and horse camp group photos.
  - ◆ All group photos, including Day Camp, must be taken and posted online by **Tuesday 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, archery, paintball, dual-zip, climbing wall, nature, arts & crafts, chapel, etc.
  - ◆ Include photos of day and evening programs.
3. Screen and upload camper photos to website every day.
  - ◆ Screen and upload a minimum of 75 photos, every day, to the photo site. All photos should be uploaded **every evening by 10:00 pm.**
  - ◆ Photos should be in line with our Social Media Policy & appropriate! 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 **beginning Sunday night.**
  - ◆ Staff photos without campers will not be uploaded until near the end of summer as directed by the Program Director.
4. Create weekly slide show / video for campers.
  - ◆ Friday morning slide show must be ready by **9:00pm Thursday.**
  - ◆ Remember to include all group photos, limited staff photos and action video shots.
  - ◆ Slide show should last 5-7 minutes.

- ◆ Include horse camp cookout photos (you will need to be sure to go out and get some and gather any other photos).
5. For Wildwood'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 portable HD.
    - ◆ For Wildwood's marketing purposes, photos should be classified by staff, overnight, day camp or horse camp with their designated week of camp, date and age of group.
    - ◆ Keep them organized on the portable HD.
    - ◆ Label them with DATE, CAMP WEEK, AGE GROUP 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 Program Director to support our continual marketing to parents and campers
  8. Other duties as assigned by the Program Director Assistant Program Director. Things come up, be flexible!

## **Photography reminders**

### **Media Specialist Job Description**

1. Take photographs of campers wearing camp t-shirts when possible.
2. Take up-close photos of campers participating in activities not just sideline shots.
3. Staff photos are important to us, but not at the expense of quality camper pictures so please remember to prioritize while still capturing memories for the staff as well.
4. When taking group photos, have a plan!
  - ◆ Frame the group shots.
  - ◆ Set up the shot by directing the campers and staff.
  - ◆ Make two rows (one kneeling/sitting and one standing with Staff on the outside).

### **Video reminders**

1. Primary purpose is for promotional use after camp and weekly Friday 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 Wildwood Ranch
9. Find a way to visualize the spiritual emphasis of camp