



Job Title: Summer Staff Assistant Photographer
Department: Marketing

FLSA Status: Non-Exempt
Reports to: Marketing Manager

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.

Position Summary: Assist the Lead Photographer in capturing guest and staff experiences.

Position Purpose: To document the lives of both Sandy Cove's guests and staff. Capture the 'golden' moments and compile for program and guest use. By helping to connect people with their memories at Sandy Cove, the photographer helps to encourage them to return in the future to connect with God and each other.

Role Qualifications:

- Personal relationship with Jesus Christ
- Must be self-motivated and work well with minimum supervision
- Must have and present compilation of prior photography work for review with application
- Ability to blend in with surroundings so as to not interrupt guest and staff activities
- Ability to interact with people of all different ages
- Ability to make guests feel at ease in front of the camera

Essential Job Functions/Position Responsibilities:

- Capture candid and/or family portrait guest experiences during the 5 weeks of Family Camp
- Edit digital photos by using computer to prepare them visually for memory disc or marketing purposes
- Sort and select which photos are to be used, sort and file photos by week, create duplicate folders of photos for format type (keeping originals)
- Assist lead photographer as needed
- Assist with special projects as necessary
- Perform all related necessary duties as requested by the Marketing Manager

Essential skills and experience

- Strong communication skills
- Excellent time management skills
- Digital portrait/candid photography experience
- Basic photo editing experience
- Understanding of proper use of lighting, angles, and how to take flattering outdoor shots of people of all ethnicities

Reporting to this position: None.

Physical demands of work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

■ *Physical demands:* While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands, climb stairs, balance, stoop, kneel, talk or hear.

■ *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies of Sandy Cove Ministries.

I have read and understand this explanation and job description.

Signature: _____ Date: _____

Created: 12/2/13
Revised: 1/7/15
Revised: 11/27/18