



Job title: Summer Staff Lead Photographer
Department: Marketing

FLSA Status: 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: Capture guest and staff experiences in digital images to assist the Marketing Manager in projects.

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

Essential Job Functions/Position Responsibilities:

- Capture guest and staff experiences (Activities, Family Sessions, ClubCove, CrossWalk, Family portraits, Special events, The Marsh Day Camp, Summer Staff, Facility & Property) with the use of a digital camera
- Edit photos by using computer to prepare them visually for memory CD or marketing purposes
- Edit photos for artistic purposes or formatting photos for CD
- Create posters and sign-ups for family portrait session
- Create master CD's (including candids, family portraits, slideshows, etc) for Summer Together weeks and special occasions.
- Duplication and processing of CD's (making CD's, adding labels, packaging, etc.)
- Sort and select which photos are to be used, remove unedited entries from system, sort photos by event types for set purposes, create duplicate folders of photos for format type
- Assist with special projects as necessary
- Perform all related necessary duties as requested by the Marketing Manager

Essential skills and experience

- Knowledge and ability to use Adobe Photoshop

- Understanding of cameras and computers
- Understanding of proper use of lighting, angles, and how to take flattering shots of people
- Excellent time management skills

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 see, stand, walk, sit, use hands, climb stairs, balance, stoop, kneel, talk or hear.

■ *Work environment:* While performing the duties of this job, the employee can be 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: 8-1-11

Revised: 11-27-18