|  |  |
| --- | --- |
|  | JOB DESCRIPTION  Volunteer |

|  |  |
| --- | --- |
| **Position Title:** | ***The Silhouette* Photo Assistant** |
|  |  |
| **Term of Office:** | Hiring Date to April 30 |
|  |  |
| **Supervisor:** | *The Silhouette* Multimedia Editor |
|  |  |
| **Remuneration:** | Volunteer |
|  |  |
| **Hours of Work:** | 4-6 hours per week |

|  |
| --- |
| **General Scope of Duties** |
| The Photo Reporter is responsible for taking photos that tell stories, to complement the textual elements of the publication. Compensation, while not financial, may include letters of reference, appreciation nights, valuable experience writing for a newspaper, and awards and gift cards for best writing. |

|  |  |  |
| --- | --- | --- |
| **Major Duties and Responsibilities** | | |
|  | | |
| **Category** | **Percent** | **Specifics** |
| Photography Function | 100% | * Plan, organize, and take photographs as requested by Editorial team, and assigned by the Multimedia Editor |

|  |
| --- |
| **Knowledge, Skills and Abilities** |
| * Comfort with computers and Adobe Photoshop * Keen eye and imagination for quality photos * Ability to plan and create original visual content with minimal guidance * Knowledge of cameras and other photographic equipment |

|  |
| --- |
| **Effort & Responsibility** |
| * Effort required to put in long hours on production nights, and responsibly maintain camera equipment |

|  |
| --- |
| **Working Conditions** |
| * Excellent environment and adequate facilities * Time demands may exceed stated hours of work * May require weekend time to cover photo-ops * Some travel (locally) will be required depending on Editorial needs |

|  |
| --- |
| **Training and Experience** |
| * Photography experience (shooting in a variety of situations such as moving subjects or profiles) * Photo editing experience with Adobe Photoshop * Experience with yearbooks, newspapers an asset |

|  |
| --- |
| **Equipment** |
| * Computer * Camera, variety of lenses and flash * Studio equipped with lighting equipment and backdrops * Locked cabinet to store equipment |