

# VOLUNTEER JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

JOB TITLE:	Photographer	DIRECT SUPPORTS:	Communications Manager
DEPARTMENT:	Communications	DIRECTLY SUPPORTS:	N/A

## VOLUNTEER JOB SUMMARY

The Volunteer Photography Team captures in still photography and video all of the fun and beauty of this nationally acclaimed Museum. Photographers are sent to document special events and daily programs. Imagery is used for social media, e-newsletters, grant applications and more.

## ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

50%	<b>Special Programs</b> <ul style="list-style-type: none"><li><i>The Museum presents various programs throughout the year, from Museum and Me to lectures to workshops.</i></li></ul>
30%	<b>Daily Programs</b> <ul style="list-style-type: none"><li><i>The Museum offers daily interpretive talks to visitors for which we always need new photos.</i></li></ul>
20%	<b>Imagery transfer</b> <ul style="list-style-type: none"><li><i>After events and programs, photographers edit and send all photos to the Museum.</i></li></ul>
0%	<b>Additional Duties</b>

## QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"><li>Required – n/a</li><li>Preferred – formal training or experience in photography</li></ul>
EXPERIENCE	<ul style="list-style-type: none"><li>Required – n/a</li><li>Preferred – n/a</li></ul>
SKILLS/	<ul style="list-style-type: none"><li>Skill – photography and knowledge of camera technology</li><li>Ability</li></ul>

ABILITIES

PHYSICAL

ELEMENTS

EQUIPMENT

USE

- This position often involves moving throughout an event space for photos.
- Camera

ACKNOWLEDGMENT

*I acknowledge that I have read and understand the above volunteer job description in its entirety and am capable of performing all of the stated requirements.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date