



a seriousfun camp

Media Specialist Job Description

Title: Media Specialist
Reports to: Marketing Manager
Status: Summer 2017, Seasonal

The Media Specialist will further the mission of Roundup River Ranch by acquiring, organizing, and utilizing photography, videography, and camper/volunteer testimonials during the 2017 Summer Camp Season. The Media Specialist will capture the magic and spirit of each camp session through photographs, videography, and the compilation of camper/volunteer stories and quotes.

Job Responsibilities

Support all camp photography and media collection and dissemination at camp

- Capture the joy of camp through photos, videos, magic moments, and testimonials
- Promptly organize and internally share all camp media as it is gathered
- Coordinate and manage systems to gather and document magic moments of camp from participants including campers, volunteers, and staff
- Prepare edited end-of-session slideshows with all campers, volunteers, and staff removed that are not media released
- Work with the Volunteer Team to support all volunteer photographers in a respectful manner, and ensure their photos are given to camp and appropriately distributed and utilized, including in the camper slideshow
- Work with Marketing Manager to support and assist professional photographers and videographers who visit camp throughout the season.
- Other duties related to media acquisition and distribution as identified by Development and Marketing Team

Implement and support all administrative duties related to the use of camp media

- Manage media in a timely and organized manner to be shared with all departments of Roundup River Ranch
- Coordinate with the Camper Recruiter to identify which campers are not approved for media release
- Ensure uploaded photos, videos, and stories are clearly marked as being media released so that approved media can be recognized easily by the development team
- Print photos as requested, including for end of session and end of season purposes
- Ensure a photo is taken of each camper, titled with their name, during the Camper Arrival process
- Ensure 1-3 photos of each camper, summer staff member, and volunteer are on file and titled with their name and organized to be easily located in the future
- Support the camp team including summer staff, year-round staff, and support team with technical support related to the use of camp media, photography and video editing, camper performance (such as stage night), branding, and other general duties related to camp media support as assigned

Providing Camp-Based Marketing Support and Assistance

- Compile information for camp session summaries that will be disseminated to key stakeholders following each camp session.
- Collaborate with Art Program Leader to photograph/receive camper artwork which will be used for a variety of Development and Marketing purposes
- Create a series of camper thank you videos that can be shared with key stakeholders
- Participate in and record camp closure activities, sharing information as appropriate

Safety

- Assist in the coordination of emergency procedures
- Nurture a culture of safety amongst all staff
- Ensure that camp policies related to media are being practiced at camp

Summer Staff Team Responsibilities

- Act as a positive role model for campers, volunteers, and staff
- Actively participate in staff training
- Be present and punctual for all staff meetings
- Integrate and support all volunteers and special guests
- Be supportive of other members of the team, and address concerns professionally and with the assistance of the rest of the support team
- Maintain camper and colleague confidentiality at all times, and respect the confidentiality of support team discussions/responsibilities
- Undertake duties from time to time in accordance with the overall purpose of the job or as deemed appropriate by the Executive Camp Director
- Abide by and comply with all policies and procedures as listed in the staff contract, manual and in staff orientation
- **Other duties as assigned**

Qualifications

- Passion for the Roundup River Ranch mission
- Age 19 years old, or older
- Must be available for employment between May 17th through August 13th, 2017. *There may be an opportunity for this position to continue in a limited basis during the Family Camp season.*
- Experience in photography (photographing children is a plus)
- Some experience in videography is preferred
- Creativity and ability to assemble photographs for a slideshow, social media, etc.
- Ability to interact and work with campers and adults
- Strong collaboration skills
- Well-developed written and oral communication skills
- Previous experience working with children and/or special needs populations is preferred
- Prior camp experience is preferred

Special Conditions

This is a residential position. Accommodations will be provided for the duration of the contract and meals will be provided while camp is in session.

Essential Functions

Roundup River Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.
- Possess the strength and stamina to maintain constant supervision of campers for the duration of the season given one hour off per day and twenty-four hours off per week of work, granted during the breaks between sessions. Such supervision requires the ability to observe what campers are doing when in close proximity, and

the ability to hear what campers are saying when nearby by not necessarily within direct visual contact. Stamina includes the ability to remain alert, friendly, courteous, and patient for the duration of the staff member's time at camp.

Applications

Applicants are asked to complete an online application. The application may be accessed through our website at www.RoundupRiverRanch.org. A supplemental photography portfolio should be sent to betsy@roundupriverranch.org following the submission of the online application. Portfolio should include a sampling of photographic experience; sample videos or other media samples are encouraged.