

**PHOTOGRAPHY MANAGER
POSITION DESCRIPTION****POSITION CONCEPT**

The Photography Manager is responsible for cheerfully and willingly serving as a member Marketing & Photography Service management team, whose objective is to serve the campers and advisors who come to Philmont. Your primary duty is responsible for training, scheduling and mentoring Philmont photography staff. The photo manager must coordinate with department leaders throughout the Ranch in order to schedule photo assignments. You are directly responsible to the Marketing & Photography Services Manager.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 18 years of age by time of employment.

SPECIFIC JOB REQUIREMENTS

- Provide cheerful customer service to all Philmont staff and participants.
- Create photo department schedule: Assignments, days off and cleaning responsibilities.
- Develop structured training photographer beginning with - shutter speed, aperture, ISO.
- Train and uphold proper care department equipment.
- Coordinate with Philmont department leaders to schedule staff and participant photos.
- Ensure all photos are edited for print and/or archive consistently and in a timely manner.
- Welcome feedback from all areas of Philmont and use it to improve photo department.
- Hold photographers accountable for meeting all set deadlines.
- Facilitate weekly operational meetings with photography staff.
- Mentor continued training sessions for staff.
- Coordinate with other MPS managers to serve Marketing and PhilNews photo needs.
- Evaluate performance of photographers in the middle and end of the summer.
- Support co-workers with office duties such as cleaning and operating the front desk.
- Attend weekly management meetings.
- Be ready to work on other duties as assigned.

- Be able to lift 70 lbs.