PHILMONT SCOUT RANCH

PRINT & ARCHIVIST
POSITION DESCRIPTION

POSITION CONCEPT

The Lead Print & Archivist is responsible for cheerfully and willingly serving as a member of the Marketing & Photography Service team, whose objective is to serve the staff, campers and advisors who come to Philmont. You will work closely with department leaders throughout Philmont to produce high quality 8x10 prints of participants and staff. You are directly responsible to the Print & Archivist Lead.

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

- Maintain work schedule for Print & Archivist staff.
- Communicate inventory of inks, paper, envelops and CD’s with MPS manager.
- Coordinate with photography department to receive high quality photos in a timely manner for print.
- Train staff to properly care for and maintain the printer, scanner, prints and negatives.
- Ensure that all print requests receive proper approval from MPS manager.
- Ensure that staff follow proper printing and delivery procedures.
- Continue to improve the photo archive by finding and adding missing photos.
- Attend weekly management meetings.
- Be ready to work on other duties as assigned.
- Be able to lift 70 lbs.