
Kempenfelt Quilters' Guild

Job Description

Position: Photographer

Date Revised: July 2012

1. PURPOSE OF THE JOB

The purpose of the position is to make pictures available to be used on the Guild website and in the Newsletter.

2. PRIMARY RESPONSIBILITIES

- Take candid pictures at Guild meetings and events of such things as Block of the Month Draw winner, Quilter of the Month, quilts from the evening's presenter, quilts presented in Show & Tell, Christmas party etc.
- Forward pictures & descriptions of picture contents to the Web Mistress and Newsletter Editor.
- Photos maintained on a CD or Memory Stick are to be given to the President and included in Archives.

3. SECONDARY RESPONSIBILITIES

- Write an annual report of photography activities, one copy to Secretary for incoming member, one to President for Archives.
- Prepare orientation materials for incoming Executive member; meet if desired.
- Attend Executive meeting.

4. FINANCIAL RESPONSIBILITIES

- No financial responsibilities.

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of how to use a digital camera.
- Photo editing an asset.
- Knowledge of how to transmit photographs electronically via email to the Web Mistress and Newsletter Editor.