

## Photographer Job Description

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### **PURPOSE OF THE POSITION**

The purpose of the position is to take pictures to record Kempfenfelt Quilters Guild events and to make these pictures available for use on the Guild website, Facebook page and in the Newsletter.

### **Primary Responsibilities**

- Take candid pictures at Guild meetings and events of such things as Block of the Month winner, quilts from the evening's presenter, quilts presented in Show & Tell, Christmas party etc.
- Forward the pictures & descriptions of the picture contents to the Web Mistress, Facebook and Newsletter positions two weeks prior to the next Guild meeting.
- Maintain the photographs taken on a CD or Memory Stick to be given to the President and included in the Archives at the end of the Executive term.
- Write an annual report of photography activities, one copy to for the incoming member, one to the President and one to the Secretary for the Archives.
- Prepare orientation materials for the incoming Executive member; meet if desired.
- Attend the Executive meeting.

### **Financial Responsibilities**

- Submit receipts for reimbursement to the Treasurer on the appropriate Guild form. (e.g. cd or data stick).

### **Knowledge, Skills and Abilities Required**

- Digital camera required.
- Knowledge of how to use a digital camera.
- Knowledge of Photo editing would be an asset.
- Knowledge of how to transmit photographs electronically via email to the Web Mistress, Facebook and Newsletter Positions.