

Position title: Volunteer Event Photographer

Purpose:

The volunteer Event Photographer will help [the Organization] capture digital images of important moments during events for use in marketing materials, newsletters and other communications.

Reports to:

[Insert the role of the supervisor the volunteer will report directly to for this position.]

Responsibilities and duties:

- Be present at major events from start to its conclusion to capture high quality photographs
- Capture a variety of subjects, including event participants, speakers, VIPs, award winners, staff and volunteers, etc.
- Take photographs to catalogue event process (e.g. venue, décor, room setup, etc.)
- Select, process and deliver high quality photographs to the relevant contact for use within in a short period of time (1-2 days)
- [Insert additional responsibilities as required by your organization]

Time commitment:

[Include length of service, hours per week, hours per day. Include any special requirements such as weekend work. For example: short term, minimum 3 months, event-by-event basis.]

Required skills and qualifications:

Skills

- Strong photography skills; preferably, ability to produce photographs that possess a storytelling arc
- Proficiency with image editing software (eg. Adobe Photoshop, Adobe Lightroom, PicMonkey)
- Ability to transport and operate camera and gear

- Ability to perform responsibilities in a friendly, professional and timely manner
- [Insert additional skills as required by your organization]

Qualifications

- Must own, and be comfortable with operating a DSLR
- Prior experience with event photography an asset (please provide photography samples)
- [Insert additional qualifications as required by your organization]

Benefit to volunteer:

[Insert benefits your agency is able to offer volunteers in general and to this skilled volunteer in particular. Consider things like training opportunities, letters of reference, access to computers or software, networking events, etc.]

Location:

[Indicate locations where role is carried out, or whether this role can be completed remotely.]

Other:

Reports to:

[Insert the role of the supervisor the volunteer will report directly to for this position.]