



Missionary Society of Connecticut
Silver Lake Conference Center

Job Description

Digital Photographer

Reports to: Program/Support Services Coordinator

General Description of Duties:

Take photos of the Conferences and their activities throughout the week.
Produce a weekly slide show and photo CD for purchase.

Principle Duties:

- Photography
- Computer work
- Assist Resource Staff when not doing photography
- Provide programming support for games and night activities
- Kitchen rotation as assigned
- Other duties as assigned.

Minimum Qualifications:

- Age 17 or older.
- Digital camera, photography, and photo editing experience.
- Excellent organizational skills.
- Mac computer skills
- Self-motivated.
- Sensitivity to people's wishes to be photographed
- Ability to calmly organize conferences in creative groupings for group photos.
- Ability to evaluate quality and appropriateness of photos for printing or posting on the website.
- Working knowledge of Mac or Apple computer hardware and software.
- Ability to set up and run digital video projector.

The successful candidate will be able to:

- Schedule self to photograph a variety of Conference activities each day.
- Use or learn to use iPhoto, Photoshop, and Indesign to edit photos.
- Use or learn to use camp-owned A/V equipment, including digital projector.
- Schedule, take and order copies of group photos of each conference and deliver them to deans by Friday.
- Inventory and order supplies and equipment according to procedures.
- Organize a variety of tasks and projects.

- Consult with the Resource Coordinator weekly regarding Photo Release paperwork.
- Be alert to and capture important photo moments, including impromptu alum or clergy visits, engaging activities that would narrate the ministry of Silver Lake well in brochure, on website, in marketing or archival purposes.
- Show creativity in producing a meaningful, weekly 'slide' show for the conferees, counselors and deans, with appropriate music.
- Produce CD ROMs (with labels) of photos each week to sell in the camp store.
- Design and produce other photo related items to sell in camp store.
- Weave faith development in, and relate Christianity to, all activities and encourage conferees to explore their faith and faith questions as an important part of what ever you are doing with them.
- Remember to pray, as needed!
- Adapt easily and be flexible to conference activities and needs.
- Work well in spite of distractions.
- Show a sense of pride in service to the Ministry of SLCC.
- Work in ways that reduce waste and respect and protect God's Creation.
- Live and work in, and encourage a Christian community.
- Inventory, pack, and store supplies at the end of the season
- Evaluate current season and make recommendations for future seasons

And will:

- Exhibit maturity
- Be an appropriate role model
- Be self motivated
- Meet deadlines
- Work in an organized manner
- Live by the Rules and Covenant, and policies of Silver Lake Conference Center and the Missionary Society of Connecticut.

Term of Service: The assignment will be defined in a written contract. It is a seasonal position to serve summer Conferences.

Compensation: Salary will be defined in a written contract, and will be based on experience.