

## **VOLUNTEER PHOTOGRAPHER JOB DESCRIPTION**

**TITLE:** Photographer

**ORGANIZATION:** Family Services Ottawa (FSO)

**REPORTS TO:** Manager of Philanthropy

**DATE OF POSITION:** IMMEDIATE

**TIME COMMITMENT:** FSO's Juke Box Mania (Friday, October 25, 2014; 6:00 p.m. to 10:00 p.m.)

### **DUTIES:**

- Working with FSO to discuss the images they require and how they want to use them;
- Seeking out appropriate photographic subjects and opportunities;
- Carrying out research and preparation for a shoot;
- Working in different locations of a restaurant and in different circumstances to get the right image;
- Communicating with photographic subjects, putting them at ease, encouraging them and directing them;
- Arranging still life objects, products (e.g. silent auction items), scenes, props and backgrounds;
- Managing the processing and use of images, discussing technical problems, checking for quality and dealing with FSO's concerns;
- Understanding traditional film and digital photography and keeping up to date with industry trends, developments and new techniques; and
- Able to digitally enhance images with software by, for example, changing emphasis, cropping pictures, correcting minor faults, or moving objects around.

### **REQUIREMENTS:**

Interest in the mission of FSO and desire to support its mission and increase public support. The volunteer must assign and transfer to Family Services Ottawa (FSO) all copyrights, patents, and trademarks resulting from intellectual property developed, created, or invented by the volunteer during the scope of his/her volunteer term.

### **NOTES:**

Self-marketing at the event by, for example, distributing business cards or promotional materials will be encouraged.