



## **Job Description: Event Photographer/Videographer**

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Section: School Volunteer Positions

Pages: 6-7

### **VOLUNTEER POSITION:** Event Photographer/Videographer

**TIME COMMITMENT:** 1-2 hours per event. NOTE: Longer commitment for the annual benefit auction. School events are on Thursdays 7-8 pm.

Field Day & Welcome Back Picnic (second Friday after school starts in September)

Science Fair (typically November)

Winterfest (typically December)

Social Studies Expo (typically March or April)

Fine Arts Fest (typically May)

Year-End Potluck (last Thursday of the school year in June)

**DESCRIPTION:** Help take pictures and videos of events for YouTube, social media, and yearbook. See below for additional details.



### **GUIDELINES:**

- Record school events for YouTube upload  
Science Fair, Winterfest, Social Studies Expo & Fine Arts Fest
- Take pictures during school events for yearbook
- Take pictures for updating Parent Volunteer Handbook
- Take pictures and videos during Auction for YouTube and social media purposes
  - Registration table w/lineup (table seating cards, bidder paddles)
  - Bars (alcohol, coffee, special stations)
  - Table Setting before seating & food
  - Table Setting w/food & guests
  - Silent Bidding sections
    - Crews at ticket table
    - Faculty/staff
    - Trustees, DJ, Auctioneer
    - Auction Steering Committee
  - Live Auction Boards
  - Entertainments
  - Grads speaking
  - Alum Speakers
  - Guest Speakers
  - Packaging Room
  - Checkout Station