

CAMP STELLA MARIS JOB DESCRIPTION

POSITION: MEDIA SPECIALIST (updated 1/18)

Reports directly to the Marketing Director and Camp Director.

Please email resume and any video/photo samples to samantha@campstellamaris.org

RESPONSIBILITIES:

- Produce daily media (video and photo)
 - Produce end of week video
 - Produce videos to be used for year-round marketing/advertising
 - Participate in general execution of camp's programs.
 - Maintain organized video and photo files
1. Produce a weekly resident camp video of at least 15 minutes in length to be posted no later than each Friday morning at 11am.
 2. Produce a daily resident camp video of at least 3 minutes to be posted no later than 11pm Tuesday evening.
 3. Produce videos of various lengths that can be used for year-round marketing and advertising of Camp Stella Maris. Includes, but is not limited to: Weekend Camps, School-Age Program, Facility Rental, ABLE, Resident Camp, Day Camp, Sales Video (provide to prospective parents), Holiday Greetings, Donor Presentation Video, Program Area Videos, Check-In Process, Typical Day at CSM, Tour the summer facilities, etc.
 4. Assist with taking camper photos throughout each day (80-100 per day).
 5. Responsible for uploading camper photos throughout each day.
 6. Consult with Marketing Director on purchase of video equipment, as well as computer hardware and software needs.
 7. Ability to interact well with campers and co-workers
 8. Actively participate in new staff orientation (if necessary), open house & pre-camp orientation/training week.
 9. Abide by and enforce all of Camp's policies and regulations.
 10. Maintain clean and safe living quarters. Room and board are provided.

QUALIFICATIONS:

1. Proven ability to film, edit and release (upload or equivalent) content common with that of a children's camp.
2. Proven ability to photograph, edit and release (upload or equivalent) content common with that of a children's camp.
3. Advanced knowledge of equipment, hardware and software associated with film and photographic production.
4. Ability to determine suitability of content with regards to appropriateness, safety and security.
5. One year of college education or equivalent in experience significant for video production.
6. Possess high moral character.
7. Emotionally mature and stable.
8. Commitment to policies of Camp Stella Maris
9. Belief and commitment to camp's policies and philosophy.
10. Youth group work/experience highly desirable.

OWNERSHIP OF MEDIA:

All content will remain under the ownership of Camp Stella Maris. Media specialist may be granted the right to use content upon approval of the Camp Director for portfolio purposes.