

JOB DESCRIPTION

Presbyterian Mo-Ranch Assembly
Hunt, Texas

JOB TITLE: Summer Media Coordinator
DEPARTMENT: Marketing & Communications
SUPERVISOR: Director of Marketing
FLSA CLASSIFICATION: Non-exempt Seasonal
JOB CODE: Full-Time

MO-RANCH MISSION STATEMENT

The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

POSITION SUMMARY

1. Record via photographs and video clips of the story of the summer happenings at Mo-Ranch.
2. Taking photos and videos of conference activities and other events, as needed.
3. Upload pictures to online photo albums; edit photos in Photoshop/Lightroom (when needed, for future marketing)
4. Maintain a library of pictures for future use.
5. Interact with guests and personnel in other departments.
6. Summer housing is included and meals when working a program/conference/Mo-Ranch event.

ESSENTIAL JOB FUNCTIONS

Primary responsibility is to work with program directors and director of marketing/communications to take photos which will enable Mo-Ranch to publicize events and share the summer's events via social media outlets.

To include:

- Taking photos and videos of conference activities with provided equipment.
- Creating a video for each summer program for marketing purposes.
- Take photos and create videos of other events/special projects, on request.
- Social media posts through Snap Chat, Facebook, Instagram, Twitter and YouTube.
- Use a Windows-based personal computer to upload pictures to online photo albums via SmugMug, and organize and maintain a library of pictures for future use.
- Learn to operate office equipment.
- Maintain a neat and well-organized workstation.

ESSENTIAL JOB SKILLS

- Operate Adobe software, especially Adobe Premiere Pro CC, Photoshop and Lightroom (or similar programs). If applicant is not familiar with these programs, they must have the ability to pick up the digital programs/software easily.
- Exhibit excellent time management skills, interpersonal skills, and attention to deadlines.
- Be creative.
- Must be able to multi-task, handle long hours and work independently with little supervision.

SUPPORTIVE JOB FUNCTIONS

In addition to the performance of the essential functions, this position is required to perform a combination of supportive functions, with the percentage of time performing each function to be determined by the supervisor, based upon the particular requirements of the department and of Mo-Ranch. These supportive functions may include:

- Assist supervisors with handling various assignments in the program office and around events.
- Assist in keeping the office clean, organized and safe.
- Assist in gathering various supplies for conferences.

QUALIFICATION STANDARDS

Education

High School/ College are a plus.

Experience/Performance Standards

1 to 2 years of experience with digital photography is required. Knowledge and experience with processing images for use on web, and cataloging images is desired.

Grooming & Uniform

A neat and professional appearance is required at all times. Distinctive dress may be required while on duty.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is sometimes sedentary but often physically demanding. Reaching, handling, and grasping are required in processing of paper and computer-based data. Certain proportion of work is outdoors. Requires grasping, writing, standing, sitting, walking, hearing, visual acuity, and good speaking skills.

Work Schedule

Must be available to work weekends and holidays, and be flexible with working hours. Must maintain satisfactory attendance record and be punctual reporting to work.

OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances (e.g., Emergencies, changes in personnel, workloads, rush jobs, guest occupancy, or technological developments) arise.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

Employee Signature

Date

Witnessed by:

Date