

JOB DESCRIPTION
Presbyterian Mo-Ranch Assembly
Hunt, Texas



POSITION TITLE: Summer Camp Media Manager
DEPARTMENT: Summer Camp
SUPERVISOR: Vice President of Marketing & Communications and Director of Camps
FLSA DESTINATION: Exempt
JOB CODE: 14B, Regular 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.

JOB DESCRIPTION

Mo-Ranch Summer Camp will be hiring two photography media managers and one videography media manager who will be responsible for capturing the story of summer camp at Mo-Ranch through daily photos and video clips of summer campers. As a camp media photographer or videographer, you will be walking around camp capturing moments in every part of camp and during every program time; activity periods, meals, evening activities, etc., with equipment that Mo-Ranch provides. This is a fast-paced position that is extremely rewarding! Media managers will have a variety of job functions, including:

ESSENTIAL FUNCTIONS

1. Take photos and videos of camp activities.
2. Sort, organize and upload pictures to online photo albums each day for parents to view.
3. Create weekly session videos through Adobe Premiere Pro CC (or a similar video editing program).
4. Edit photos in Photoshop/Lightroom as needed (when needed, especially for use on web). A large quantity of photos for camper parents to see daily are more important than having edited photos.
5. Other job duties include social media posts through Snap Chat, Facebook, Instagram, Twitter and YouTube.
6. Will be required to travel one week for Mo-Ranch Summer Camp in the Valley. Travel and accommodations will be provided.

ESSENTIAL JOB SKILLS

- Operate Adobe software, especially 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.
- Maintain a neat and well-organized workstation.

QUALIFICATION STANDARDS

Education

A high school diploma or GED required/College a plus.

Experience

One to two years of experience with digital photography, videography and/or graphic design is preferred.

Grooming & Uniform

All employees must maintain a neat, clean and well-groomed appearance at all times.

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

Camp sessions run Sunday-Saturday. Must be available to work flexible hours; schedule and hours will vary week by week. The position is a salary, overtime exempt position. Media managers will be required to reside in Loma Linda with our other camp counselors. Must maintain satisfactory attendance record and be punctual reporting to work.

Salary and Benefits

Salary will vary, based on skill levels and experience. All employees are paid bi-monthly, plus room, board and meals are included. Media managers will reside on the ranch in Loma Linda. Staff meals will be comped for summer staff positions at the King Dining Hall. Employee discounts are available through the Mo-Ranch bookstore/gift shop.

OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. Mo-Ranch promotes a flex staffing work environment which provides workplace flexibility to accommodate all departments within Mo-Ranch.

While this job description 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 change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

ACKNOWLEDGEMENT

I hereby always 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 and adhere to the Mo-Ranch Code of Ethics . 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

Human Resources:

Date