

Photography Coordinator Job Description

The Photography Coordinator (PC), a member from the Board of Directors, ensures that all special event and additional activities are recorded via photograph. The PC works closely with other coordinators with the PC holding ultimate responsibility and authority for this task under the Pine Bluff Board of Directors.

A qualified candidate for the PC will display:

- A love of people
- Demonstrated skill in hospitality
- Dependable follow-through
- Comfort talking and speaking with people
- Familiarity with customer service is a plus

Job Duties:

- Complete photo, video, drone, and 3D and other services on-site for Pine Bluff.
- Upload footage and communicate any and applicable field notes to respective board members and members.
- Identify and determine the best creative solutions while completing our services.
- Be on site and engage with members while recording special events.
- Communicate vision and expectations to clients on-site and remotely.
- Prepare, maintain, and manage company equipment.
- Uphold calendar accuracy.
- Maintain responsive and consistent communication across departments and provide photos for website and social media outlets.
- Give input and work closely with the Advertising Coordinator and Outreach Coordinator to produce welcome packets for guests, new member thank yous, etc.
- Display lifeguard pictures and bios at the pool
- Decorate facility as needed with plants and items to make it more attractive
- Brainstorm ways to make the pool more hospitable
- Work closely with the Party/Special Events Coordinator for member-wide events
- Present suggestions to the board of directors as needed
- Work closely with other coordinators to ensure the most hospitable atmosphere for members