Cannon Beach Conference Center Job Description



Job Title:	Program Summer Photographer/Videographer			
Department:	Program	Pay range:		
Reports to:	Program Manager	Category:		
		Date approved:	March 2021	

General Position Summary

Photograph and capture video of program staff, guests, and events campus wide to document the entire summer of conference activities and experiences of guests. Personal photo equipment preferred.

Essential Functions/Major Responsibilities:

- Be able to capture quality digital photos and video
- Responsible for taking, editing, and uploading photos to server/website daily
- Ability to instruct and direct guests when necessary
- Take staged photos of facilities, families, activities, etc.
- Produce a weekly slideshow/video highlighting the week's activities
- Exhibit good judgement and gauge appropriate moments to document

Secondary Responsibilities:

- Ability to work a flexible schedule
- Help in other conference center areas as needed
- Other duties as assigned

Qualifications/Skills Required:

- A Christian in agreement with CBCC's statement of faith, and with a consistent Christian testimony and growing personal relationship with Jesus Christ
- 21 years of age with valid driver's license is preferred, not required
- Must be able to pass a criminal background check
- Experience in children's ministry desired

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as needed to meet the ongoing needs of the organization.

Physical Demands:							
Sit <u>2</u> Consecutive hours	onsecutive hours 2-3 Total hours per day						
Stand/Walk <u>2</u> Consecutive hours	<u>4-6</u> Total h	ours per day					
Employee may alternate between sit/stand every hours.							
Only uses left hand/arm	Only uses right ho	Only uses right hand/arm		Uses both hands/arms			
	None or N/A*	Occasionally*	Frequently*	Continuously*			
Hand/Wrist Work		\boxtimes					
Grasping		\boxtimes					
Pushing/Pulling		\boxtimes					
Fine Manipulation		\boxtimes					
Reach Above Shoulder		\boxtimes					
Bend/Twist		\boxtimes					
Kneel/Squat		\boxtimes					
Climb/stairs		\boxtimes					
Lifting/Carrying 1-10 lbs.			\boxtimes				
Lifting/Carrying 11-20 lbs.		\boxtimes					
Lifting/Carrying 21-50 lbs.		\boxtimes					
Lifting/Carrying over 50 lbs.							
Distance objects are carried: 100 yards							
*Key							
Occasionally	Frequently			Continuously			
3 hours or less 1-33% of day	3-6 hours 34-66% of day		6-8 hours 67-100% of day				
20 x per hour or less	20-120 x per hour		More than 120 x per hour				
60 x per day or less	60-720 x per day		More than 720 x per day				
Employee signature		Date					
Supervisor or HR signature		Date					