



MDSC JOB DESCRIPTION

Media Director

General Summary	Under guidance from the Camp Director, responsible for taking photographs, video and fulfilling other media responsibilities, in order to visually document each week at camp. Works within the program, policies, standards and expectations of the Greek Orthodox Church, State of Michigan Licensing & Regulatory Affairs agency, American Camping Association and the Metropolis of Detroit Summer Camp Board of Trustees.
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Principle Duties & Responsibilities	<ol style="list-style-type: none"> 1. Provide an example of Christian behavior and language to all campers and fellow staff. 2. Responsible for the upkeep and maintenance of all camp photography, videography and editing equipment. 3. Capture appropriate photographic or video images from camp activities, events, and settings, as well as of camper/staff groups and individuals, on a daily basis. 4. Make daily uploads of photos to the camp website and/or social media platforms. Must review photos for quality and appropriateness prior to uploading. 5. Using video editing software and hardware, create weekly and/or annual videos of camp activities. 6. Ensure that all equipment is charged and available for use, and that storage devices (Ex. SIM cards) have necessary space. 7. Maintain a supply of necessary equipment and supplies, and to inform the Camp Director when more supplies are needed. 8. Supervises other staff that may be required to use the media equipment. 9. Communicates with other directors and staff regarding the day’s activities. 10. Any other duties as requested by the Camp Director/Assistant Director.
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Skills Required	<ol style="list-style-type: none"> 1. Ability to use media equipment such as digital cameras and video recorders. 2. Ability to access online photo gallery and social media to upload photos/videos on a daily (or regular) basis. 3. Ability to use appropriate video editing software for the production of a camp videos. 4. Ability to move between different, ongoing activities at camp. 5. Strong organizational skills to be able to manage photo storage and regular uploads. 5. Ability to be self-motivated and work independently throughout the day.
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Working Conditions	<ol style="list-style-type: none"> 1. Outdoor setting, with varied summer temperatures. Indoor setting in office when downloading, uploading or editing photos and video. 2. Required to carry all necessary equipment to camp events and activities.
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Minimum Level of Preparation and Training	<ol style="list-style-type: none"> 1. Must be a minimum of 19 years of age and completed at least one year of college/university. 2. Valid driver's license. 3. Proficiency with digital photography and videography equipment, video editing software, social media and online photo galleries. 4. Completion of Archdiocese Youth Protection Online Training. 5. Certified in Basic Life Support (BLS) and cardiopulmonary resuscitation (CPR) by the American Red Cross or American Heart Association preferred
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<i>Reporting Relationship</i>	Reports to the Camp Director/Assistant Camp Director.
<i>Subordinates</i>	None
<i>Salaried</i>	Yes