



Coordinator of Photo and Video Services



Position Overview:

Share your passion for taking and editing photographs and videos. Record quality photos and videos to chronicle the library's role in the neighborhood. Use your leadership skills in recruiting and managing a team to promote library services.

Responsibilities:

- Conduct or manage the production of photographs and videos of library activities
- Ensure that the proper model releases are obtained
- Enlist, train, and manage a volunteer support team
- Work with library staff to identify upcoming events for recording and schedule team members for coverage

Benefits:

- Personal satisfaction by helping to connect the library and its community
- Making new friends and interesting acquaintances
- Opportunities to share your skills and to express your creativity
- Additions to your professional portfolio

Training/Support Available:

- Training on library policies and practices pertaining to photo and video content of library activities and to recruitment and management of other volunteers
- Support from the branch Coordinator of Volunteer Engagement and other branch staff

Qualifications:

- **Age of 18 or older**
- **Recent experience in photography, videotaping, image editing, and video editing**
- High degree of initiative and artistic creativity
- Ability to organize projects and meet deadlines
- Excellent oral communication and written skills
- Outstanding recruitment, leadership, and management skills
- Ability to work with others

Commitment:

- At least a 6-month commitment
- Negotiated amount of time per week determined to meet goals and objectives
- Location of volunteer assignment at Almaden Branch and other places

Contact: