



PHOTOGRAPHER/VIDEOGRAPHER VOLUNTEER JOB DESCRIPTION

PURPOSE OF SERVICE: To provide top quality digital images (still images or video) for Tyler's needs: communications, programs, and outreach. Images and video footage may be reproduced, in whole or in part, in social media, broadcast, print media, on Tyler's website and/or as part of lectures and outreach. Images produced must be of publishable quality, TIFF or highest quality JPEG.

QUALIFICATIONS/SKILLS:

- Have experience in one or more of the following:
 - Landscape photography
 - Macro photography
 - Events photography
 - Videography
- Should have a good attitude; be flexible, dependable, and have the ability to work independently with great attention to detail.
- Possess outstanding photography/videography skills (experienced amateur to professional level) and be able to walk, stand, and carry photography/videography equipment outside, sometimes in hot or inclement weather.
- A familiarity with plants is desired but not necessary.
- Volunteer photographers must provide their own photography/videography equipment, including camera, tripod, lenses, lighting equipment, etc.
- Images are to be posted to the appropriate folder on a shared drive for review and/or distribution, or emailed to the appropriate recipient.
- Beneficial: values the outdoors and likes to interact with people and nature.

TYPICAL ASSIGNMENTS:

- What's in Bloom (seasonal interest)
- Special Events
- Special Projects, Creative shoots for artistic and design use (isolated images on white backgrounds, cut outs) may also be needed.

EXPECTATIONS:

- Sign-up for work sessions using SignUpGenius and report as scheduled. Notify the supervisor in advance if you are unable to keep your commitment and delete your sign-up. Include time taken to review quality and make minor lighting or cropping changes as part of your volunteer time.
- Scheduled photography/videography shoots are based on what's in bloom, garden activities, or programing schedules, and may include weekend and evening requests for help.
- For event-based images candid, family-based, groups, and active scenes are particularly valuable (not backs of people's heads).
- For event-based shoots the expectation is that volunteer photographers be willing and able to record and present a number of images covering a variety of activities.
- Be willing to commit to a minimum term of six (6) months.
- Volunteer photographers/videographers are asked to identify themselves as acting on behalf of Tyler Arboretum when approaching individuals and groups (nametags will be provided). Permission to photograph or video individuals or groups must be respectfully requested and received prior to any photography/videography.
- Parameters will be discussed prior to any specific assignments and clarification should be communicated at this point.
- Ad hoc photography/videography is encouraged as you visit the arboretum.
- Tyler Arboretum requires naturalist photos with only minor lighting and cropping adjustments unless otherwise agreed upon. Video edits will be performed by Tyler unless other arrangements are agreed upon for an individual submission.
- We will communicate as openly as possible while also building a productive working relationship. Be sure to mention physical limitations and safety concerns you encounter as you move around the Arboretum.
- Once submitted, the photographs and videos might be manipulated, published and republished by Tyler.

SAFETY: In order to be aware of safety measures and the work conditions that may be encountered as you perform various tasks, volunteers are to be familiar with the details under 'Safety While Volunteering' section of the Volunteer Handbook.

DATE DRAFTED: 3/22/2016, 9/6/2018, 2/5/2021, 12/18/2023, 1/5/2023