

PHOTOGRAPHY ASSISTANT

Position reports to: Assigned Photographer



POSITION SUMMARY:

Direct photographers to guests on the photography list as well as keep track of individuals in photos. Acts as a representative of the Salk Institute.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Major Function: Photography Tracking

Duties:

Prepare notebook pages in order to track individuals in photos quickly and accurately

Track each photo and the appropriate name and spelling of the individuals in the photo

Write legibly

Major Function: Event Clean Up

Duties:

Assist the beverage stations with table cleanup:

Programs, Table Numbers, Table Number Stands, Menu holders, Sugar Creamers, Candles, Florals, Stir Sticks

SKILLS, KNOWLEDGE AND ABILITIES:

EXPERIENCE

1+ years of relevant work experience tracking photos

Prior experience volunteering at a Symphony at Salk event

SKILLS AND ABILITIES

Organizational skills, the ability to prioritize tasks, ensure smooth event flow and handle multiple tasks

Professional interpersonal skills, to communicate and interact in a positive and effective manner with diverse groups

Ability to provide appropriate support leading to a successful event. Ability to handle logistics and effectively carry out event goals in a manner that enhances the image of the Salk Institute.

PHYSICAL REQUIREMENTS:

PHYSICAL ACTIVITIES:

Walking

Standing

Talking

Seeing

Hearing

Lifting 0 - 20 lbs.

Adjusting focus

Touching/feeling

Carrying 0 - 20 lbs.

MENTAL ACTIVITIES:

Communicating

Reasoning

Analyzing

ENVIRONMENTAL CONDITIONS:

Noise exposure

Working outside

Exposed to weather