

# Job Description

**Position:** A/V Coordinator

## **Qualifications**

- Spiritually mature, capable person
- Ability to accept guidance and supervision from and work with well others
- Desire to live and work in a camp community
- Self-motivated and organized

## **Responsible to**

- Program Administrator, Media Director, Executive Director

## **Goals**

- To use your gifts to help promote Big Sky through pictures and video.
- To help remind campers of their experience at camp.
- To use the current forms of social media to promote as well as encourage interest and support for camp.
- To minister to others through encouragement as you travel around camp.
- To be challenged in your spiritual walk and to increase your knowledge of the Bible.

## **Specific Responsibilities**

1. Take pictures throughout each week of camp. Effort should be given to making sure there is a picture of every camper on the cd and every activity of camp should be covered throughout the week.
2. Coordinate any others who may be taking pictures and organize the storage of the pictures on Big Sky's server by the direction of the Media Director.
3. Coordinate with the registrar about the orders placed for picture cd's and organize and produce picture cd's to be given out Saturday morning of each week of camp for each different camp (day camp, traditional camp, backpacking, Camp Promise).
4. Take video throughout the week, organize the storage of these videos on Big Sky's server and produce at least two highlight videos during each week of camp (Camp Promise may differ).
5. Regularly place pictures and videos on BSBC's web media sites including flick'r, Instagram, Youtube and Facebook.

6. Produce a staff appreciation video including a picture or video clip of every staff person from the summer for the staff appreciation dinner.

7. Attend and be a part of camp activities including chapel. The exception to this may be in the case of burning DVD's.

8. Make sure that the projector and computer are ready for chapel. Assist the speaker and worship leader to get slides and such ready for chapel.

9. Organize and take the group picture each week for all the different camps. Order the prints and pick them up from the printers. Hand them out to the campers.