



Media Team Job Description

JOB DESCRIPTION

- Full Time Staff
- Support Counselor Team
- Train JCs interested in Media
- Will be responsible for using, protecting, organizing, and cleaning camera equipment and computers.
- Will often assist other members of the media team in shooting, editing, or producing content.

ELIGIBILITY

- Must have a vehicle
- Must have a phone
- Must have intermediate camera and computer skills
- Must have be comfortable managing and posting to current social media platforms
- Must have completed high school
- Must be able to manage time and create schedules
- Must have organization skills
- Must be able to work closely with a full media team
- Must sign and comply with the Brookhill Ranch Code of Conduct

Smug Mug

- Will be responsible for the shooting, editing, and uploading of camp photos. • Will work on the Brookhill photography website, creating and organizing photo galleries.
- Will work hand in hand with the Social Media Photographer taking, editing, and uploading pictures of camp.
- Will assist/lead the creation of promotional materials and or graphics for a variety of media purposes.
- Will take, edit, and produce the Brookhill traditional cabin pictures.
- As we transition away from printing, you may occasionally make printing runs into Hot Springs Village.

Social Media

- Will create and post daily on our social media platforms (Facebook, Instagram, etc..) Taking, editing, and captioning are a large part of this process
- Will work hand in hand with the SmugMug Photographer taking, editing, and uploading pictures of camp.
- Will assist/lead the creation of promotional materials and or graphics for a variety of media purposes.
- As we transition away from printing, you may occasionally make printing runs into Hot Springs Village.



Media Team Job Description

Videographer

- Will film, edit, and produce the Brookhill camp video
- Will film, edit, and produce video content for a variety of media purposes • Will work hand in hand with the Photographers on creative thinking, and productions • Will assist/lead the creation of promotional materials and or graphics for a variety of media purposes.

Creative Manager

- Will lead the media team from within as a fellow content creator
- Will oversee and assist in all projects produced by the media team
- Will encourage creative thinking and productiveness in the media office
- Will fill in gaps in all aspects of media production: Filming, photographing, editing, marketing, social media posting, and other media tasks
- Will pioneer and produce additional media content as ideas are generated

Photographer/Videographer

- Will learn the basics of Videography/Photography/Editing/Production
- Will train and work on a field of expertise (Videography/Photography)
- Will assist other media team members in producing professional content
- Will photograph/video, edit, and produce content more as your level of talent does as well

EXPECTATIONS

- Must be willing to learn and adapt to photography, editing, and social media practices
- Must be willing to give and receive constructive criticism on work, to help better our team
- Must be flexible as the camp schedule can change at a moment's notice
- Must agree to a background check
- Must be able to submit to and work for authority
- Must be able to work the full time required by Brookhill
- Must be able to attend the staff training required by Brookhill
- Must be respectful and professional with campers, other staff members and administration
- Must conduct him or herself in a manner that is in accordance with the standards set forth by Brookhill Ranch
- Must love, train and disciple JC's
- Must understand and support the values and mission of Brookhill Ranch