



Media Team Job Descriptions

Social Media

JOB DESCRIPTION

- Full Time Staff
- Support Counselor Team
- Train JCs interested in 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.
- 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.
- Will assist in filling media package orders
- Will work with scheduling activity coverage
- Assist in guaranteeing ultimate packages are fulfilled
- Will respond to parent emails and DM's

ELIGIBILITY

- 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

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



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forth by Brookhill Ranch

- Must be a planner
- Must be able to create ideas for future posts and schedules

Videographer

JOB DESCRIPTION

- Full Time Staff
- Support Counselor Team
- Train JCs interested in Media
- 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.
- 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 intermediate camera, editing, and computer skills
- Must have be comfortable working on adobe premiere pro (Windows)
- 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

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Smug Mug Photographer:

JOB DESCRIPTION

- Full Time Staff
- Support Counselor Team
- Train JCs interested in Media
- 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.
- 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

EXPECTATIONS

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- 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



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Photographer:

JOB DESCRIPTION

- Full Time Staff
- Support Counselor Team
- Train JCs interested in Media
- Will be responsible for the shooting, editing, and uploading of camp photos.
- Will work hand in hand with the Social Media Photographer/Smug Mug 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.
- 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 phone
- Must have intermediate camera and computer skills
- Must have completed high school
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