



Position Title: Media Specialist
Classification: Summer Position
Reports To: Media Supervisor
Direct Reports: N/A
Key Relationships: Program Coordinators, Cabin Leaders, Support Team

Position Summary

The Media Specialist works directly for the Media Supervisor. They shall primarily be responsible for preparing following the daily schedule of photography and videography assignments made by Media Supervisor; the organization of all video and photography files; and the maintenance and organization of the media office and equipment.

Key Job Functions

- Follows the schedule laid out by the media supervisor for weekly photography and videography.
- Be an innovative problem solver seeking to improve the media offerings of Pine Ridge.
- Prepare and coordinate the usage of all camp equipment for audio-visual presentation.
- Help with the organization and maintenance of all photography/videography equipment being used as well as the media office.

Other Duties

- Helps with program areas as time permits (with permission)
- A summer staff member in a small organization like Pine Ridge is often called upon to perform a wide variety of duties. This may include many of the following duties (not an exhaustive list):
 - Assisting with housekeeping duties like cleaning, sweeping, and mopping.
 - Assisting with kitchen duties like dish washing, and food preparation
 - Assisting with cabin duties like cabin leading, free time monitoring, and spiritual direction.

Sample Schedule

8:00am- Breakfast/Media Meeting	1:00pm- Photography/Videography
9:00am- Edit Video footage from previous day	3:15pm- Social Media Content Creation
10:00am- High School Staff Devotional Time	5:00pm- Dinner
11:00am- Photography/Videography	6:00pm- Photography/Videography
12:00pm- Lunch	10:00pm- Photo/Video Dump

General Qualifications

- Agrees with the philosophies, policies, and procedures of Pine Ridge Bible Camp.
- Has a sincere love for the Lord and a desire to see campers come to know and grow in Him.
- Is willing to forego personal rights for the common good of the camp and camper.
- Is flexible and able to work with campers and other staff members.
- Communicates clearly both orally and in writing.
- Be in good standing with a local church.

Specific Qualifications

- Must be at least 14 years of age with preference given to applicants that are 16 or older.
- Understands how to use electronic hardware like a video camera, digital camera, a/v equipment, computers, and all the related software.
- Experience with photography, videography, and the use of Adobe Photoshop, Lightroom, and Premier are preferred.

Working Conditions and Physical Requirements

- Must be able to lift, bend, and twist.
- Ability to push and pull loads.
- Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
- Good hand-eye coordination.
- Auditory ability to hear and understand conversational levels of sound in an ordinary office environment.

The above statements are intended to describe the general nature, types of work performed, and qualifications required of employees assigned to this position. They are not intended or should be taken as an exhaustive list of responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).