

Denver Pop Culture Con

Position Description



Position Title: Programming Photography/Videography Captain	Position Type: Unpaid volunteer
Department/Team: Programming	Reports to: Assistant Director of Programming
Pre-Convention Time Commitment: up to 2 months, several required training sessions	
Convention Time Commitment: Entirety of Denver Pop Culture Con, all 3 days, 5-6 hour shifts	
<p>Essential Duties and Responsibilities: The Programming Photography Captain, working with the Assistant Director of Programming and Coordinators, is a highly trained and responsible volunteer that uses their artistic and technical skills to take pictures and/or video of Programming panels, events, guests, volunteers, and participants, during the weekend of the convention. In addition to taking high-quality images and/or video, the Programming Photography/Videography Captain also maintains <u>their own camera equipment</u> (including lights, lenses, tripods, etc.) After pictures and/or videos are complete the Programming Photography/Videography Captain may be responsible for resizing/editing, as needed. The core duties and responsibilities include, but not necessarily limited to:</p> <ul style="list-style-type: none"> • Attend required pre-con orientations and trainings. • Select and/or assemble proper photography and/or videography equipment, as needed. • Take pictures and/or video of assigned Programming Panel Rooms, Cosplay Canyon, Events, etc. • Keep assigned Panel Room/Cosplay Canyon clean and professional. • Provide programming management with all convention photos and/or videos in a timely manner. • Maintain compliance with all convention policies and procedures. • Additional assigned duties as needed. 	
<p>Skills and Experience Requirements:</p> <ul style="list-style-type: none"> • Professional photography and/or videography experience, <i>preferred</i> • Ability to use different types of photographic and/or video equipment and editing software, <i>preferred</i> • Access to personal photography and/or videography equipment - NOTE: volunteers are not required to take both photographs and videos • A keen eye for detail and a well-developed artistic/creative aesthetic. • Excellent verbal and written communication skills, including ability to effectively and promptly communicate with the DPCC Leadership Team and other volunteers. • Ability to follow a chain of command. All major decisions will be moved up the chain of command to the Programming Coordinators, then to the Assistant Director of Programming, and then to Director of Programming. • Excellent computer proficiency (MS Office - Word, Excel, PowerPoint, and Outlook). • Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer experience and leadership. • Exceptional customer service skills. • Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices. 	
<p>Physical Requirements:</p> <ul style="list-style-type: none"> • Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards. • Ability to continually stand and walk between panel rooms and across the convention. • Must be able to talk, listen and speak clearly on radio. • Must be able to navigate through crowds and the Colorado Convention Center. • Regularly lift and/or move up to 30 pounds. 	
Submissions Instructions: Email .PDF resume to the below email address. Please include "DPCC Photography/Videography Logistics Captain Application" in the subject of the email	Deadline Date: 1/31/2019
Submissions Contact: Programming Team programming@popcultureclassroom.org	Revision Date: 8/14/2018