



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

The Engineering Society of Queen's University Presents...

Photography Manager

Communications



Photography Manager Position Description

Purpose/ Main Goal:

Photographers help the Engineering Society celebrate Queen's tradition by artistically capturing the fun, numerous and unique events run by the Engineering Society, so they can be shared and documented for years to come. It helps create excitement for Queen's engineers about upcoming events and inspires them to get involved in what they are passionate about.

Job Description:

The Photography Manager is responsible for going above and beyond the request of the client, to produce fun and interesting photography coverage of various events and promotions. One must have a passion for photography, although experience is not necessary. These photos are used by the Communications Team for ongoing promotions as well as maintained as memories for future years (just think, they could be used by Internal Records Officers for Throwback Thursday posts 50 years from now!). Requests are made through the Photography Manager, who delegates to the photographers. That said, there is also the opportunity to take on your own photography projects to help promote the Engineering Society, in whatever way that is of interest to you.

Responsibilities:

1. Organize and host meetings between the Communications Team and potential photography clients.
2. Discuss photography requests with clients to understand their needs and gather logistical information as required
3. Oversee all technical and behind-the-scenes aspects of the photography team.
4. Take on individual projects for the society, as desired
5. Coordinate equipment accessibility for the team.
6. Plan and organize photography and editing times.



Time Commitment:

3-5 hours/ week.

Skills:

Required	Gained
<ul style="list-style-type: none">• Organization• Time Management• Technical Skills such as photography and editing (helpful but not required!)• Logistical Skills• Professionalism• Enthusiasm• Responsibility	<ul style="list-style-type: none">• Connections in the Engineering Society• Improved People Skills• Improved photography and editing skills.• Working with clients.

Daily Tasks:

- Update progress to the Director of Communications.
- Check and respond to emails.
- Monitor Facebook page.
- Work on photography requests and projects, as needed.

Past Projects/Accomplishments:

- Photographs taken at Jacket Slam, Orientation Week, Elections, EngWeek, EngVents, Conferences etc., many of which have been documented and archived for future use.

Timeline:

- **Busy Periods:** During major events, such as Orientation Week, Jacket Slam, EngWeek, EngVents and Elections. This is around the beginning and end of each semester (e.g. September, December, January and April).



Meetings Attended:

Meeting Name	Approximate Length	Frequency
Media Managers	1-2 hours.	A couple of times per year.
Photography Meetings	30 min	Biweekly

Incumbent Will Work With...

Role	Involvement Summary
Photography Team	Discuss specific events and photographic opportunities, as well as delegate tasks to team members.
Director of Communications	The director makes requests for projects.
Chairs of Engineering Society clubs, conferences and services.	These clients make requests for photography coverage as needed.

Past Incumbents:

Name	Year(s) in Position	Email address
Richard Hum	2016/2017	Hum.richard@queensu.ca
Johan Cornelissen	2015/2016	12jc144@queensu.ca

If you're interested in *Photography Manager*, you may also be interested in...

- Director of Communications
- Graphic Designer and Graphic Design Manager
- Videographer and Videography Manager
- Photographer
- Event Planning Committees (e.g. Terry Fox Run, EngWeek, EngVents, Orientation Week)



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- Marketing manager for EngLinks, Movember or EngWeek.