

Where
the past
is present

DETROIT HISTORICAL SOCIETY

PHOTOGRAPHY VOLUNTEER

LOCATION:

Detroit Historical Museum on Woodward Ave. Detroit, MI 48202 and various locations during Society events.

PURPOSE:

Coordinate directly with staff to produce creative, high-quality, unique images of Society programs and events for use in print and online platforms. This is an incredible volunteer opportunity for individuals interested in building their portfolio while donating their creativity, time and talents. The Society will control all rights and reproductions of images submitted for use, yet the volunteer will always be given full credit for their work.

DUTIES:

- Coordinate with staff to maintain understanding of the various types of photographic efforts needed by the Society;
- Optimize images for use in print and online publications;
- Attendance at various programs and events throughout the calendar year to photograph activity;
- Create photo galleries;
- Utilize photographic techniques to accurately capture our galleries and exhibits for promotional materials;
- Prepare images for social media across Society social platforms for marketing/communications and publications;
- Assist with other photographic projects, as needed.

SUGGESTED SCHEDULING:

Because a majority of our programs are prescheduled, we ask that candidates are willing to commit to 6-12 months of service to the Society; and have the ability to volunteer for a minimum of one program per month during our heavy program seasons (October through December & February through July) and have the scheduling availability to edit and submit event photographs in a timely fashion, either on or off-site.

For scheduling purposes, all photography volunteers will receive a minimum two-week advance notice for nearly all Society events.

There will be a one month trial period for this volunteer position. DHS will coordinate with each volunteer to assign duties that are a best fit for our needs and each individual interest level.

PREFERRED SKILLS:

- Advanced photographic skills;
- Experience managing various computer/digital applications, specifically, proficiency in visual manipulation software;
- Personal camera that captures professional quality photos;
- Reliable transportation;
- Creativity and desire in assembling a body of work that is varied, dynamic and appealing to our patrons and potential visitors;
- The ability to communicate respectfully with people of diverse cultures and backgrounds;
- Maintain the ability to work individually and as part a team environment.

WORK ENVIRONMENT:

Volunteer should expect a moderate to high noise level, varying on the type of event, as this role will assist during our family-friendly programs located at both the Detroit Historical Museum and the Dossin Great Lakes Museum. Volunteer will encounter high volumes of community members on a regular basis.

PHYSICAL DEMANDS:

While performing the duties of this job, the volunteer is occasionally required to stand and walk. Length of time will be established between the volunteer and Society staff before each event for efficient scheduling, although the volunteer will be expected to be in attendance for the duration of the event.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required of this volunteer role.

TRAINING & SUPPORT:

Volunteers will receive on-the-job training in day-to-day operations of our photographic policies and procedures and coordinate directly with staff regarding project expectations on a regular basis to ensure effective communication and time efficiency. Volunteers will be provided access to and required to upload completed work to Google drive.

NEXT STEPS:

Complete and submit online application. Applicants will be contacted within 48 hours. Providing examples of photographic work during the interview (if applicable), will further assist the Volunteer & HR Coordinator with placement. All volunteers in this position must be willing to sign an agreement granting the Society full access to all photographs taken, edited and submitted throughout the life of this project.

CONTACT INFO:

Arletha Walker, Volunteer & HR Coordinator arlethaw@detroithistorical.org. No phone calls, please.