

## **Photography Assistant**

**Responsible to:** Marketing Manager / Festival Director /COO/ Volunteers Coordinator

---

### **Tasks:**

- To generate images which may be used in general marketing for subsequent Festivals.
- To record high quality video footage of festival events and functions
- To edit footage and photographs as required
- To prepare venues for photo shoots and recordings
- To supply copies of recordings in a timely manner
- To upload images into the BWF website or other sites as arranged with Festival Director/CEO /Photographer / COO/ Marketing Manager
- Other duties as directed by Festival staff and Volunteers Co-ordinator.

### **Times and days the job is available:**

- Various hours, 23 August – 10 September 2010

### **Skills/qualifications required for this job:**

- Sound knowledge of photography and production
- Sound knowledge of video recording and editing and production
- Previous or current study in Production/Film and Television/Multimedia/ Creative Industries would be highly regarded
- Excellent Time management skills
- Ability to respond independently and promptly to issues that arise.
- Good oral communication skills.
- Team player.
- Commission for Children and Young People and Child Guardian) Blue Card **OR** Police Card **OR** 100 points of ID.
- 2 referees.

### **Characteristics required of volunteer:**

- Enthusiastic
- Responsible
- Proactive
- Confident
- Creative
- Team player

### **Skills/benefits to be gained by doing this job:**

- Opportunity to use skills in a live event.
- Opportunity to create and document Queensland premier Literary event
- Recording (not editing) equipment is available.
- Networking in arts industry.
- Opportunity to gain experience with a large scale arts festival.
- Access to events when not on duty (subject to availability)
- Certificate of Participation.
- T-shirt

### **Job training:**

- BWF induction and training is mandatory.