

PHOTOGRAPHY CHAIR

BRIEF DESCRIPTION: The role of the Photography Chair is to manage and coordinate the photography needs for the school throughout the year, manage the photography site with Yearbook Chair.

NUMBER OF VOLUNTEERS NEEDED: Team of photography volunteers for theater photos, website, dances, field trips, yearbook, special events, talent show, camp, head shots etc.

TIMELINE/HOURS: VARIES THROUGHOUT THE SCHOOLYEAR

BUDGET: NO BUDGET- RELATED ITEMS SUCH AS SMUGMUG SHARE SITE, HEADSHOT PRINTS, THEATER PROGRAMS OR POSTERS ARE INCLUDED IN OTHER CATEGORIES OF THE BUDGET. ANY SPECIAL PROJECTS MUST RECEIVE PRIOR APPROVAL FROM THE PTSA BOARD OR SCHOOL OFFICE MANAGER.

RESPONSIBLE TO: Reach out to PTSA President/VP President for additional support.

DESCRIPTION:

The role of the Photography Chair is to manage and coordinate the photography needs for the school throughout the year. He/she will interact with many other chair positions as well as school staff, primarily through e-mail, arranging for a photographer for all school events during the year. The Photography Chair will have a team of volunteer photographers to ensure all required events are covered, and can choose to do some of the photography too.

It is important that the person who takes on this role has basic knowledge of photography and computer technology. The Photography Chair works closely with the Yearbook Chair since the photos taken are used primarily for yearbook. Together they manage different aspects of the RSAR SmugMug photo sharing site which is a depository for Yearbook as well as a means to share photos in a password protected environment among the RSAR community.

PHOTOGRAPHY CHAIR RESPONSIBILITIES

- Once committed as Photography Chair read the Detailed Photography Chair description.
- Act as a point of contact for photography needs between school staff and various chair positions; many events throughout the school year will be photographed, on and off campus. Arrange for an event photographer as needed.
- Manage SmugMug Account in Coordination with Yearbook Advisor; SmugMug is the schools permanent archive for photos. Each year photos of prior years will be moved into archives so that they are not viewable the following year. This is an easy process, follow the instructions in the Photography Chair detailed manual.
- A detailed manual with forms, detailed instructions and passwords can be obtained from the PTSA at the start of the year.