



Photo Editor Job Description

Date: 2021/085

Next review date: 2023/05

Type: Appointee

Reports to: Communications Director

Term: Two years to be extended in two-year increments upon Board invitation but this can be extended as this is an appointment, not an elected position

Function

To edit photographs for use by the EAC/ACB; to promote EAC/ACB and chapter membership, events and activities

Time Commitment

- Up to six hours a month receiving and preparing photographs for EAC/ACB communication needs
- Additional time as necessary to respond to correspondence, etc.

Documents

Documents that are associated with this position include:

- Seminar Policy
- Seminar Policy Appendices
- *Embroidery Canada* and Online Policy
- Photo Editing SOP

Duties

- Check email account a minimum of once every week, except when taking a break. Respond to emails in a timely manner. notify the communications director when planning absences of three weeks or more
- Receive and edit photographs for communication needs
- Assist the *Embroidery Canada* editor by preparing photographs for each issue
- Prepare photographs for the EAC/ACB archives
- Administrative duties related to the communications team
- Collaborate with communications team, notifying them when new photographs are available
- Respond to requests in a timely manner
- Inform communications director about opportunities, issues and problems

Final year of term

- Work with new appointee to teach position for a smooth transition

Meetings to Attend

- Communications team meetings

Resources Required

- Home computer
- High-speed internet
- Photo editing software or online app

Skills Required

- Knowledge of photo editing
- Ability to learn and use technology
- Team player and the ability to work independently
- Organized, detail-oriented individual
- Excellent communication skills, tact, diplomacy
- Problem-solving skills
- Interest in needlework
- Flexibility, a strong customer service attitude, thoroughness
- Ability to see projects through to completion

Skills Developed

- Improved photo editing and organization skills
 - Interpersonal skills working as part of an integrated team
 - Enhanced communication skills
 - Detailed knowledge of the operation of EAC/ACB
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Timeline

May/June

- Edit, name and upload photos from the seminar

Ongoing

- Edit and prepare photographs for communication uses as received
- Respond to requests for photographs

As Requested

- Prepare a written report on activities