

Great Lakes Children's Museum
Volunteer Job Description

Photographer

Revised January 2023

Location: Great Lakes Children's Museum **Reports to:** Impact Manager, Program Leader

Purpose

The Great Lakes Children's Museum provides a foundation for lifelong learning through play-based exploration. We use pictures to help tell that story of learning in our print materials, advertising, and instructions. We also use pictures to help us raise money and awareness of issues facing our community. Photos of events also give us information on what the layout of an event was and how it can be recreated or updated. Having a photographic record of an event is extremely helpful for making that event and others like it happen in the future!

Position Summary:

Photographers may be asked to take pictures at GLCM events, fundraisers, mobile outings, or in the Museum galleries. If an event has stations or a particular setup, document how it is arranged before the event if possible so that we can recreate it in the future. When taking photos, look especially for opportunities to photograph participants faces, what they are doing, and anything that conveys 'learning' and 'fun'. Because we live in a low-diversity area, shots that depict a diverse group are a plus – and help us continue to recruit more diverse populations to the Museum.

GLCM is protected by a blanket Photo and Video Release stating:

"Photos and video taken by staff and volunteers in the Great Lakes Children's Museum may be used for our education, information, promotion, and fundraising purposes including: Website, Facebook, event promotion, newsletters, grant applications, fundraising, annual reports, etc.

To protect children's identity and privacy, we never "log" or caption children in an image with names or other identifying characteristics, such as the name of the school they attend.

If you see staff or volunteers taking photos or video and you do not want your child included, please let them know."

Duties

- Always wear your GLCM nametag when taking pictures at GLCM events.
- Take photos of participants that show fun, joy, learning, or excitement.
- Take photos of the event setup; for example one photo of each table if we set up stations in the Great Lakes room. These photos should be detailed enough recreate the event if necessary.
- Record volunteer hours online or in the logbook kept in the GLCM office.

Volunteers must always adhere to the 'Volunteer Code of Conduct'. For more information, see the Volunteer Handbook or speak with the Impact Manager.

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Requirements

Background Check: Yes

Experience: Technically no experience is necessary to fill the position. Some experience with amateur or professional photography is preferred.

Time & Commitment: There is no minimum or required amount of time for this position.

Restrictions:

- Maintain two-deep supervision. Avoid 1 on 1 situations with a child where their guardian cannot see or hear them. Avoid taking photographs that would make the subject uncomfortable.
- The photo/video release above covers the Great Lakes Children's Museum's use of the photos – not the photographer's. If the photographer intends to use photos taken at GLCM or at GLCM events, they should secure a second, separate photo release specific to their work.
- If a participant requests not to be filmed or photographed, the photographer should make every effort to delete each instance of that participant in their photos or otherwise avoid them. Every effort should be made to honor the request of the participant not to be filmed.
- Photographs taken on behalf of GLCM at events or within the Museum are property of the Great Lakes Children's Museum.
- Photographer should have their own camera equipment to use. The Photographer is welcome to use the small point-and-shoot camera the Museum owns but would be better off using a modern smartphone instead. GLCM owns several SD cards that the photographer may borrow to make photo transfers simpler.

Application

1. Fill out a volunteer application found online or in the GLCM Office.
2. Review the Volunteer Handbook and Code of Conduct; return a signed copy of the Code of Conduct to the Impact Manager.
3. Conduct a brief interview with the Impact Manager to determine your schedule, your 'will do's and won't do's, and any changes you would like to make to this job description.

Compensation

This is an unpaid position, but if you incur materials costs please save and turn in your receipts to be reimbursed. If you choose to donate those materials, please still turn those receipts in so that we can track the in-kind donation. It is important that we track all costs, even donated materials, so that we can make accurate determinations about operational costs.

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