



Volunteer Position Description

Position Title: Photography Crew
Department: Development
Staff Supervisor: Graphic Designer

Position Description

The Photography Crew volunteer will take digital photographs of visitors in the exhibits and at special events. The volunteer will follow the general direction of the Graphic Designer, but will be working independently. All photos taken will be the property of MCM, and be given to MCM as digital files within a reasonable amount of time (maximum 2 days).

Duties and Activities

- Take photographs of children and their caregivers interacting within the museum/event
- Take photographs at special events, which may occur at the museum, or other off-site locations around Madison
- Ensure MCM photo release forms are signed by the parent/caregiver before photos are taken

Time Commitment

- Minimum 12 week commitment
- Approximately 3-5 hours a week
- Please note: shifts are filled on a first-come, first-serve basis

Qualifications: General

- Be at least 12 years old or be part of a Family Volunteer team
- Open availability during weekdays and/or during the weekend. We will give you at least two weeks notice of when we would like a photo shoot.
- Able to take artistic direction
- Possess a good quality digital camera
- Have basic knowledge of a digital camera and photography techniques
- Have strong interpersonal skills
- Self-motivated and able to work well with little supervision
- Complete a Volunteer Application, clear a background check, and attend a volunteer interview
- Able to attend a General MCM Orientation and complete training specific to the volunteer position

Qualifications: Physical

- Able to see and hear visitors and staff
- Able to communicate clearly with visitors and staff

Qualifications: Education

- Basic math, verbal, and communication skills

Position Benefits

- Gain a better understanding of non-profit organizations
- Gain experience as a photographer, specifically with parents and children
- Help build a photography portfolio

Physical Demands and Environment

The physical demands and work environment characteristics described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the volunteer is regularly required to sit, walk, and bend over; frequently required to use hands to finger, handle,

or feel; and required to talk, hear, and see with the ability to focus. The noise level in the work environment is usually moderate to loud.