



Climbers of Color Photography Coordinator Roles & Responsibilities

Title: Photography Coordinator

Responsibilities:

The Photography Coordinator will be responsible for arranging photography for Climbers of Color community events and outdoor programming (rock, mountaineering and winter programming). This is primarily an administrative and managerial role as it will require the coordinator to schedule volunteer and contracted photographers to be present at CoC events and courses.

- Identifying and onboarding volunteer and contracted photographers
- Organize photography bidding process for courses
- Ensuring all waivers, W9's, invoices, and contracts are signed by photographers who will be documenting CoC courses
- Submit invoices to the accountant to get photographers paid
- Follow up with photographers to ensure they submit photos
- Notify Program Directors once photos have been collected and uploaded
- Run or coordinate bringing in a trainer to at least one annual physical ascending for photography session for photographer pool
- Run or hire out at least one annual virtual or physical file formatting training for photographer pool
- Ensure photographers attend at least one annual DEI/J/Holding Space training
- Coordinate at least one annual photographer community gathering

Requirements:

- This position would need to be filled by someone who is highly organized and must be well versed in email, excel spreadsheets, photography, and have previous knowledge of our courses offerings.
- We **DO** require the Coordinator to be knowledgeable with ascending for photography. It is not required to be capable of leading an ascending training for photographers, but preferred
- We **DO NOT** require but **HIGHLY** prefer if the Coordinator is comfortable with glacier travel as well as operating in alpine and avalanche terrain.

Anticipated Time Spent:

The anticipated time investment for this role is 1hr per week during the off-season and possibly 2-4hr during our guiding season in April-October.

Stipend: \$100/month



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Oversight:

The Photography Coordinator reports directly to the Board of Directors but interfaces with each individual branch and their needs. Any action that extends beyond the scope outlined above must be approved by them. The opportunity to present actions outside of scope will be at every monthly board meeting.