**HOUSTON’S FIRST BAPTIST CHURCH**

**Position Assignment:**

**Job Title:** Photographer **Department:** Communications

**Hired By:** Mary Katherine Hassebrock **Reports To:** Mary Katherine Hassebrock

**Campus:** The Loop Campus **Status:** Part Time

 **Employment Category:** V

**Summary of Position:** The Photographer works directly with the Production and Communications teams to capture moments of different size and scope at all campuses of Houston’s First. From Sunday morning services to special events during the week, the photographer will be responsible for supplying photography for social media and helping lead a team of volunteers. This is a high-volume position that requires a flexibility and a willingness to storytell and further develop the Houston’s First brand through photography.

**Duties and Responsibilities:**

* Photograph Sunday services at Houston’s First
* Photograph events and gatherings throughout the week
* Edit photos in a manner consistent with the Houston’s First brand
* Provide photography assets to the Digital Media Manager for use in social media
* Co-lead the Volunteer Photography Team with the Digital Media Manager
* Provide continuing training and resources to the Volunteer Photography Team
* Reorganize and maintain a successful photo archive system
* Provide training and resources to ministries as appropriate
* Create social media content as needed
* Research photo trends across social media and share ideas that complement our brand

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

**Skills Requirements:** Select all that apply

[x] Language skills [x] Math skills [x] Reasoning ability

Computer skills: [x] Windows [x] Mac [x] MS Office [x] MS Outlook

 [ ] Other: Click here to enter text.

[x] Administration [x] Service to others [x] Teacher/Leader

[x] Good Communication skills [x] Team builder [x] Self-disciplined

[x] Servant leader [ ] Decision maker [x] Strong work ethic

[x] Empathy for ministry partners [x] Attention to detail

[x] Other: Relevant photography skills; video shooting and editing skills are a plus

**Education and/or Experience:** Select all that apply

[x] College graduate preferred [ ] Administrative Experience [ ] Personnel Management

[x] Church Staff experience preferred [x] Other: Photography training; experience photographing large events/churches is preferred

**Organizational Relationships:** Reports to Mary Katherine Hassebrock, Director of Communications

**Working Conditions:** Select all that apply

[ ] 40 hour work week [x] Additional hours as needed [x] Occasional off campus activities

[ ] Continuing Education [x] Specialized training [x] Occasional travel

[ ] Other: Click here to enter text.

**Prepared By:** Mary Katherine Hassebrock **Title:** Director of Communications

**Date Prepared or Revised:** Click here to enter a date.

**Signature of preparer:**

I have read and received a copy of my job description.  I understand this document overrides anything I have understood in the past.  I further understand that I am expected to work according to this job description.  If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

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Employee Signature                                                                            Date**

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Print Name**