

SCOTT ARBORETUM SELECTIONS - FALL SALE
Volunteer Job Description

Photography Chair

The Photography Chair lines up volunteer photographers to document the set up week and sales event and edits, labels, and organizes the photos in ways to make them useful for PR following the sale.

- Documents the set up and sale by serving as photographer and/or securing additional volunteers to photograph all aspects of the sale - including set up week (Tuesday - Saturday)
- Recruits individuals who have an interest and proven ability with photography and are comfortable managing digital images.
- Advises photographers to take people photos, volunteer photos, and all aspects of the sale.
- Reviews and edits all photographs taken; labels images by photographer; completes and organizes photos to make access easy; submits to Scott office to PR Coordinator.

GENERAL EXPECTATIONS:

- Attend all general Fall Sale meetings with staff and other committee chairs (typically two prior to the event and one following).
- Reach out to individuals who have expressed an interest in serving on your committee as relayed to you by staff or Volunteer Coordinator.
- Assist with the development of the budget based on your committee needs and function and/or work within the budget parameters.
- For any purchases made on behalf of the Fall Sale, submit receipts on completed expense reimbursement form.
- Submit final report by deadline requested to document committee efforts.
- Send thank you notes to volunteers serving on your committee (cards and envelopes supplied by Arboretum).