

Magic Valley Gem Club Photographer job description:

Note: No individual member may encumber, commit, charge, or in anyway make the club liable for any cost, fees, charges or other indebtedness without prior approval of the Club's Majority vote at a meeting or the Show Chairman. All expenses are solely the responsibility of the individual making the purchase.

Job Title Magic Valley Gem Club Photographer

Reports to: President, Secretary, Executive Board, and General membership

Job Overview:

Take digital photos of the activities of the club. Make paper copies when required. Make a permanent backup copy of all photo's on CD's or DVD's and give one copy to the Library and one copy to the Historian once a year.

If special awards or presentations are to be given out, members must work with you for pictures.

Fulfill the assignments as given by the President or Executive Board.
Work with club members to accomplish the assignments.

Duties: You are the Club's equivalent to a window into the past.

Take digital photos of the activities of the club. Make paper copies when required. Make a permanent backup copy of all photo's on CD's or DVD's.

Yearly make copies for the Library and a copy to the Historian.

Document the Magic Valley Gem Show each year. Take pictures of each display case, all displays, action shots of Show, dealer tables, and demo's and lectures.

Give copies of the show saved as a slide show on CD's or DVD to Librarian, Program specialist for showing at meetings, and show chairman.

Do whatever correspondence the Club needs done in relationship to the assigned project.