



Volunteer Opportunity:

P.E.O. Washington State Chapter is seeking a volunteer photographer for the annual state convention. A minimum 2-year commitment is required, a 3-year commitment is preferred. This position is open to all P.E.O. members.

The talented and experienced photographer is responsible for taking official, requested and candid photos during the annual conventions. Photos include single individuals, small groups, convention displays, speakers, and candid photos. Responsibilities include some pre- and post-convention work. Recruiting an assistant to help with photography during the convention is encouraged.

The photographer is responsible for uploading photos to the WSC Flickr account. Typically, up to 200-300 photos may be taken during the convention.

Pre-convention work includes reviewing previous years reports, understanding and making recommendations where photography will be located at the convention venue in order to set up for the best lighting possible, and setting up the photography area (help can be recruited from other host committee members). In collaboration with the Convention Decorations Committee, plans and recommends photo booth decorations.

The convention photographer's expenses to convention (Friday and Saturday housing, mileage, meals, and photo supplies) will be covered by the Washington State Chapter.

Estimated onsite convention time:

- Friday – 0-4 hours (depending on set-up and any possible pre-convention photos)
- Saturday – 10-12 hours (including set-up and photos throughout the day)
- Sunday – 5-8 hours (including convention and break-down and move-out)

Scope of Work:

- Own digital camera and related supplies.
- Coordinate with the convention decorations committee and presiding officer on booth decorations.
- Provide input on planned photography location (if needed).
- Consult and manage photography schedule provided by presiding officer.
- Collaborate on photography area set up with decorations committee members.
- Ensure specific (critical) photos can be transmitted to Strategic Communications Chair during convention for immediate posting (typically fewer than 10 total photos).
- Responsible for the photo upload to Flickr.
- Submit expense report.
- Write post-convention photography report.

Submit your application [here](#) by November 8, 2024.