Photographer – Job Description

Roles and responsibilities:
You have one hour to plan and deliver a photo shoot. You must find a location and book in customers.

You are responsible for:

1. Setting up the photo shoot. Choosing the location, background, checking the lighting and getting any permission needed.
2. Organising the photo shoot schedule, booking the times and confirming times with Project Officers and customers. (See Booking Sheet on the following page)
3. Taking all the photos and checking the quality of the photos before printing the number of photos (size of pictures) according to the package
4. Presentation of photos including school/class photo (frame/background on Word)

To do this job you need to be good at the following:

- IT Skills including Word
- Taking photos and enjoying being creative
- Maths (Time - hours and minutes)
- Working as a team member

To do this job you will need:

- Digital recording device – camera/iPad 2+, iPhone, etc.
- Copies of the Booking Sheet
- Pens
- Access to a PC/network and printer/s

Booking Sheet and Photo Shoot Times

You have one hour to organise, plan, take the photos, print, and present final packages to customers. You can have as many people taking photos as you have cameras (digital cameras, iPad 2+, laptops and PCs with built-in cameras etc.). Each photographer will need a Booking Sheet.

Use your Booking Sheet to help plan how much time you have to spend with each customer and to keep a record of what photos you have taken. You will need to work with the Project Officer to coordinate photo shoot times.

Put your photo shoot start time here

Time	Name	Order No	Class photo	Completed
9:00am	Kahlisha	4	Yr 6 Hawkins	✔
9:10am	Donna	12	Yr 5 Smith	✔
9:20am	Naree	6	Yr 6 Hawkins	✔
9:30am				
9:40am				
9:50am				
10:00am				

Work out how much time you have to spend with each customer and set up your booking sheet by entering all the available time slots.

You must let the Project Officer know what times you have available so when taking orders they can book customers in the vacant time slots.

Big Smile Photography

Booking Sheet

Time	Name	Order No	Class Photo	Completed

Data Record – Photo Printing

You will keep a record of the number of photos printed. This will help to work out the cost of running the Big Smile Photography business.

You need to set up templates in Word for each of the photo sizes below. Try to print as many photos as you can on the one page.
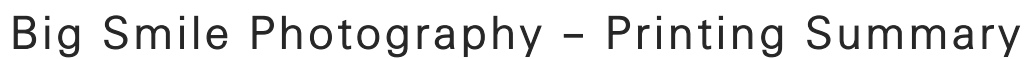
Keep a record of the photos printed in the table below.

This will also help to make sure you print the right number of photos for each package.

Printing Summary

Fill in the sheet as you print the photos

Customer Name	Order No	Package	18x25 framed	18x21	14x21	12x17	8x11	4x6	25x18
Christine	1	Smile	1	X	X	1	3	2	1
Steve	3	Royal	1	2	1	3	2	1	1
Donna	12	Royal	1	2	1	3	2	1	1
Kahlisha	23	Grand	1	X	2	1	3	2	1
Totals			4	4	4	8	10	6	4

Big Smile Photography – Printing Summary

Printing Summary.

Fill in the sheet as you print the photos

Customer Name	Order No	Package	18x25 framed	18x21	14x21	12x17	8x11	4x6	25x18
Totals									