Media Specialist Job Description

Job Requirements

- Must be at least 18 years of age, at least one year of college education preferred.
- Must be physically and mentally capable to handle the care of Campers.
- Must be familiar with and enforce all safety, emergency and Camp policies.
- Serve as a role model and provide support to Camp volunteers.
- Commit to fostering a community that celebrates our Camp values, which are inclusion, gratitude, possibility, friendship and safety.
- Be flexible with the changing needs of the program areas and evening activities.
- The ability to work with a diverse community in a multicultural environment.
- Must be familiar with photo/video equipment and Adobe Creative Cloud.
- Perform other duties as deemed necessary by Camp leadership.
- All positions are residential and are hired for the duration of our summer program. The time commitment is early-June to late-August.

Job Summary

The Media Specialists are responsible for capturing, editing and cataloging visual media throughout seasonal onsite programming for family updates, session programming and Camp marketing and communications. In addition to working alongside seasonal staff and volunteers in the cabins, Media Specialists collaborate with full-time staff in the Ashford and New Haven offices to identify camper stories and celebrate camper experiences.

Job Responsibilities

Program Responsibilities

- Participate in the required on-site orientation and individual program training before the start of the summer program.
- Support fellow Counselors in developing intentional, adaptable and outcome-based programming for children of all abilities, ages 7-15. Activities should be inclusive to all participants and incorporate the weekly Camp themes.
- Help create and foster an environment that promotes inclusivity, safety and participation.
- Work effectively both individually and as part of a team.
- Ensure the cleanliness and organization of the media area.
- Prepare appropriately before scheduled activity times.
- Prompt attendance at all scheduled activities.

- Assist in opening and closing day procedures.
- Communicate with year-round Camp staff about program needs and program development.
- Be flexible in planning and scheduling.
- Provide consistent engagement with participants throughout each session.
- Communicate relevant observations of participant experiences to year-round Camp staff.

Media Specialist Responsibilities

- Capture photo and video content of Campers, staff and volunteers engaging in activities and programming throughout summer sessions.
- Produce end-of-session slideshows showcasing each Camper and develop condensed media-released versions for social media and session albums.
- Utilize provided software programs to tag, catalog and organize all captured content for internal and parent/caregiver use, including identifying Campers without media releases.
- Actively seek out compelling Campers and stories to feature in Camp communications and share leads with the communications team.
- Be cognizant of capturing programmatic and participant diversity in all content.
- Edit visual media as needed to ensure alignment with brand and usage.
- Collaborate with year-round Camp staff to maintain media area inventory and order supplies.
- Participate in weekly meetings with communications staff to develop weekly shot lists.
- Assist with producing videos for special events, development initiatives, programs and similar projects.
- Treat photo and video equipment with care and respect.

Reports to

The Media Specialists are directly responsible to the Visual Media Manager for all photo/video-related areas and report to the Assistant Camp Director and Program Coordinator regarding all on-site residential requirements.

Our Commitment to Diversity

In keeping with Camp's core values, Hole in the Wall fosters a community of purposeful inclusion through a commitment to diversity and equity.