

Jim Brandenburg and Michael Monroe  
Conservation Through the Lens  
An Evening of Photography and Music

**EVENING PROGRAM**

Thursday, October 13, 6:30 p.m. – 9 p.m. (doors open at 6pm, there will be an intermission)

**POSITION**

**Brandenburg Photo Op Photographer (1 position available)**

*version 6.2.16*

**MANDATORY PRE-POSITION TRAINING:**

**Tuesday, October 11, 7:30 p.m. – 8 p.m., Visitor Center Great Hall**

**TIMES REQUIRED FOR THIS POSITION**

Thursday, October 13

8:40 p.m. – 10 p.m. PLUS editing and uploading time from home.

**SKILLS REQUIRED**

- \* Must have successfully completed a background check and be registered as an Arboretum volunteer.
- \* Ability to stand/shoot for up to 1.5 hours at a time
- \* Professionalism and discretion
- \* Ability to quickly edit all images to ensure best (most flattering) facial lighting and framing
- \* Ability to upload all images to a designated free image site.  
(Conversation and decision on which site to be mutually agreed upon by APS and Arboretum Education Business Manager)
- \* Adept ability to upload and download pictures from agreed-upon site.
- \* Ability to quickly manage and arrange people from a distance (like with weddings, yet hopefully less crazy!) with a firm and commanding, yet kind and fun voice.
- \* Must own a sturdy tripod

**BENEFIT**

**One complimentary seat**

(Located at back of the auditorium.)

**\*\*\*Duties on following page\*\*\***

## **DUTIES**

### **PRIOR TO PERFORMANCE**

- \* At least one month before the performance, arrange a time for a meeting or phone call with the Arboretum Education Business Manager to discuss your preferred image hosting site. It must be FREE and EASY for the public!
- \* Double check that ANYONE can EASILY gain access to the chosen site and download images for free.
- \* Check that the site can hold over 500 free images (make sure there is not a restriction on free uploads/downloads)
- \* Using a computer (no hand-writing), write SIMPLE, step-by-step instructions for the public on how to access their free photos.
- \* Create 400 individual slips of paper with these instructions. Access to the Arboretum Learning Center paper and paper cutters is available for use, with pre-scheduled permission. Plan in advance and make an appointment if you'd like to use Learning Center materials.

### **5:30pm**

- \* Before you leave home, remember to bring the slips of paper/instructions with you!

### **(Performance ends at approx. 9 pm, signing from 9 – 10pm)**

#### **8:40pm (or earlier if the performance ends early)**

- \* Quietly sneak out the back doors to prep the signing/photography area. Only open the door as wide as you need, to not disturb the performer nor the audience.
- \* Allow yourself more time and leave earlier, if desired.
- \* Set up your tripod and anything else you need to maximize efficiency and photo quality
- \* Make sure the backdrop (if there is one) is straight and sturdy
- \* Make sure the tablecloth is straight
- \* Give your instruction papers to one the APS Registration/Signing EXPEDITER volunteer
- \* Check that the flow of the line leaves adequate room for you to photograph. If something needs to be adjusted, ask the APS Registration/Signing volunteers to assist you.
- \* Make sure that your photographing position will not block the entrance/exit to the gift shop!

#### **9pm – 10:15pm**

- \* If needed, quickly arrange each ground for the best possible photo.
- \* Quickly and efficiently, take 2 photos of each group (just in case for blinks, etc)

#### **DEADLINE 1 p.m. Friday**

- \* Edit all photos for most flattering lighting and expressions. Delete bad ones if appropriate.
- \* Sorry, watermarks or other proprietary marks are not allowed without Sponsorship.
- \* Upload all photos onto agreed upon site by NO LATER THAN 1pm the next day (Friday, 10/14).
- \* Triple-check to make sure that anyone can get onto the website and download the images.