

Santa Fe Workshops

Course Coordinator

The responsibilities of this contract position are carried out under the guidance of the Director of Operations. This individual must have experience in photography, a strong technical background, and the capability to work well with groups of people in a demanding educational environment. Course Coordinators (CC) must be technically capable to support participants. An individual's assignment to an instructor is determined by the Director of Operations, and excludes all studio and digital workshops.

Being well organized, responsible, personable, dependable, and resourceful are necessary personal qualities. Ideally, this individual has previous experience as a Santa Fe Workshop participant and/or Work/Study so that their observations and experience can be transferred accordingly.

This contract position includes "Prep Week" and "Clean- Up Week," and the number of weeks included in each respective season. This position is performed for a daily stipend of \$100.00, plus reimbursement of incurred mileage expenses that is Workshop related. Your lunches are provided, Monday through Friday, and dinner on Friday. Candidates should be aware that the stipend does not include any allowance for tax obligations. Taxes are the responsibility of the individual. Contractors will be responsible for submitting an invoice at the end of each week and should include mileage.

Desired Qualifications and Eligibility for the Course Coordinator

- Hold or are currently pursuing a Bachelor of Fine Arts degree in photography or equivalent.
- Have experience assisting photographers and/or freelancing as a professional photographer.
- Possess a portfolio of work that represents your photographic style.
- Have a good command of various camera systems.
- CC's must be prepared to assist participants with technical issues regarding camera gear, and digital capture and workflow with both Mac and PC platforms.
- Retail or customer service experience is beneficial; there's a great deal of tact, diplomacy, and public relation skills needed.
- The Santa Fe Photographic Workshops requires a current Red Cross CPR Certification Card prior to beginning employment. If you need to obtain one, The Workshops will arrange training and contribute \$20.00 towards the cost of the training.

The Course Coordinator Experience

The main focus and priority of a Course Coordinator is to meet the needs of the instructor and the participants. Each CC is assigned one workshop per week. However, from time-to-time there is a need for two CC's to work in one workshop.

The agenda set by the instructor must be carefully analyzed and kept on track by the CC. Standard workshop operational policies are to be enforced in addition to meeting the needs of the instructor's agenda. In the event that a class cancels, the Workshops offers three options for the CC's: 1) time off without pay for the week; 2) work on campus on a per day basis to assist with administrative responsibilities or performing special assignments; 3) participate in an available workshop tuition free (without daily stipend); however you must pay for lab fee, model/location fee, meal plan, or the like.

Course Coordinator Week-at-a-Glance

- If requested by the instructor, meet with him/her in advance of the workshop to discuss the week's outline and day-to-day course schedule.
- You are responsible for being informed of day-to-day workshop events and communicate them to participants.
- Open your classroom by 8AM daily and secure at end of day or any time the class is dismissed.
- Coordinate daily morning edit and critiques, including assisting participants with their digital workflow.
- Coordinate class field trips, including arrival/departure times, accurate maps, as well as other trip details. Meet with the contact person on location upon arrival. Follow up with a thank you note and images from the day so that future classes will be able to follow in your courteous footsteps.
- Communicate details about location visits to your class including travel times and how to prepare (appropriate clothing/shoes) and distribute accurate maps. Arrange lunches and sufficient drinks for all involved, possibly making dinner plans for the group as needed. Lead caravan to location, making sure all are accounted for during trip and upon arrival.
- Shoot the class portrait by Thursday at noon and turn it in to the AV office. Shoot documentary shots of participants during the course of the week for the Friday Night Show.
- Assist instructor with preparation of the Friday Night Show; you will need to find music for your presentation.
- Produce PR images throughout the season.
- Turn in Model images to Operations Assistant weekly.