

Studio Coordinator

The responsibilities of this position are carried out with the support of the Director of Operations, however the nature of the day-to-day studio experience makes this position quite autonomous. This individual must have extensive experience working in commercial photographic studio environments. Making important decisions with the instructor regarding class logistics and delegating tasks to the Assistant Studio Coordinator demands leadership qualities, taking initiative, and being well organized and resourceful. Ideally, this individual has previous experience as a Santa Fe Workshop participant, Course Coordinator, or Assistant Studio Coordinator so that their skills and observations of Studio Coordinator position are transferred accordingly.

This contract position includes "Prep Week" and "Clean-Up Week," as well as the weeks included in each respective season. This position is performed for a daily stipend of \$125.00, plus reimbursement of incurred mileage that is Workshop related. Your lunches are provided, Monday through Friday, and dinner on Friday night. Candidates should be aware that the stipend does not include any allowance for tax obligations. Taxes are the responsibility of the individual. Contractors are responsible for submitting an invoice at the end of each workshop and should include mileage.

Desired Qualifications and Eligibility for Studio Coordinator

- A Bachelor of (Fine) Arts degree in photography or equivalent is preferred, but not mandatory.
- Have experience in assisting photographers on a commercial level in studio and on location.
- Have a portfolio of work that represents your photographic style.
- Possess compassionate, yet firm leadership characteristics, including good listening skills.
- Have an excellent command of various systems of camera, lighting, and studio equipment.
- The Studio Coordinator must be prepared to demonstrate proper equipment usage and safety precautions to participants as well as being capable of troubleshooting.

The Santa Fe Photographic Workshops (SFPW) requires a current Red Cross CPR and First Aid Certification Card prior to beginning employment. If you need to obtain one, SFPW will contribute \$20.00 towards the application.

The Studio

Although this position is somewhat similar to a Course Coordinator, it carries more responsibility and the duties involved are addressed exclusively to the studio environ. In addition to meeting the standard classroom needs of participants, the studio crew is responsible for over \$100,000 worth of equipment from Educational Partners each season for participant's use during their workshop. It must be kept in excellent condition and properly maintained over the term of the season. The studio Coordinator is responsible for receiving and adding to inventory all new gear from Educational Partners. Additionally he/she is responsible for prompt handling of gear needing repair.

Studio Coordinator General Guidelines and Responsibilities

- If requested by the instructor, meet with him/her on before the workshop begins to discuss the workshop's outline and day-to-day course schedule.
- Keep daily track of each item of equipment with an ID check-out system for participants and staff members. Check-in and check-out of equipment must be closely monitored. All equipment must be returned by the end of each workshop. Track down any missing equipment, check for damage, match serial numbers and notify individuals of broken or missing equipment.
- Inventory all sponsorship equipment at the beginning of the season and keep detailed notes on inventory sheets regarding maintenance, repairs, and sales. This is important since equipment is either shipped to participants who purchased it or sent back to the manufacturer. It is imperative that warranty cards,

owner's manuals and related literature remains with its respective box, including serial numbers.

- Demonstrate equipment in the studio to participants and provide necessary technical support to the instructor.
- Assist the instructor in setting up demonstrations and shooting.
- Open studio by 8AM daily and secure every evening or any time the class is dismissed. (this duty is shared with the Assistant Studio Coordinator).
- Consult with Director of Operations to request additional equipment needs, what to do with broken items, methods of shipment, estimated costs, etc.
- 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.
- Turn in PR shots to the Marketing Dept. weekly.