



CAMERA CLUB

Job Title: PROGRAM DEVELOPMENT

Reports To

The Program Development position reports to the Program Director

Job Overview

This individual researches, contacts, negotiates presentation conditions and fees, provides guidance to and recommends presenters for Thursday meetings on the club's Program.

Responsibilities and Duties

- Selects Thursday meeting calendar dates for the following season's Program
- Selects and coordinates Thursday meeting activities for the following season's Program
- Researches and contacts potential presenters
- Negotiates presentation conditions and fees with potential presenters
- Recommends presenters for the following season's Program
- Provides guidance to presenters to prepare for their presentations
- Emails confirmation to presenters to confirm presentation date and conditions
- Contacts MCC member to provide dates to book the Auditorium for Thursday meetings
- Produces Program graphics in a brochure format for online use and colour printed copies
- Communicates with professional printer to produce colour printed brochures
- Provides support to the Program Director when required

Skills Required

- Organizational and people management skills
- Written and oral communication skills
- Computer skills
- Problem solving skills
- General knowledge of digital equipment including projectors, audio and laptops
- Knowledge of photography
- Public speaking skills