



Utah's HOGLE ZOO

VOLUNTEER: ZOO MEDIA

POSITION DESCRIPTION

Utah's Hogle Zoo's Zoo Media Volunteers will work with the Volunteer Management Team to create content for training, publicity, marketing, advertising, for the Volunteer Team's resource library. All works created will be the property of Utah's Hogle Zoo to use at their discretion.

Note: This position directly supports the Volunteer Program. This position does not work with the zoo's marketing or art team.

GOAL:

To document the volunteer program and provide digital media that will enhance volunteer training resources and highlight volunteer service at the zoo.

- Create photo/video resources for volunteer training library
- Create photo/video resources for volunteer program advertising/marketing collateral

REPORTS TO:

Volunteer Engagement Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Zoo Media role includes but is not limited to using photography and/or videography skills to:

- Film, edit, and distribute videos for training, marketing or advertising purposes specifically for the volunteer program
- Photograph, cull, edit, and distribute photos for training, marketing or advertising purposes specifically for the volunteer program
- Edit photos and videos following Utah's Hogle Zoo branding guidelines
- Photograph and/or video volunteers in their daily roles and during volunteer events
- Photograph and/or video animals in various settings and poses
- Photograph and/or video volunteers at special events
- Create and maintain a database of photos and videos related to the volunteer program

QUALIFICATIONS

- Minimum experience of one year in video, photography, editing, or photo/video cataloging
- Experience with animal photography/videography
- Experience filming with action photography/videography
- Experience with distance photography/videography
- Experience photographing or videoing subjects under various lighting conditions (indoors and outdoors)

REQUIREMENTS

- Must be at least 14 years of age.
- Submit a portfolio for consideration.
- Provide one reference.
- Volunteers will be required to use their own equipment, editing software and sign a liability waiver.

SCHEDULE AND TIME COMMITMENT

Commit to a minimum of 4 hours of work per month that may include:

- 2-3 scheduled projects per year
 - such as photographing or taping trainings, tours, meetings or guest speakers
- 2-4 hours of candid photo/video collection for resource library per month
- 2-4 hours of editing and library cataloging per month
- Must attend any mandatory trainings.
- Commitment must be maintained for a minimum of 1 year.

PHYSICAL DEMAND AND SPECIAL WORKING CONDITIONS

This position requires long periods of standing and walking. This position requires exposure to the elements such as heat, cold, rain, and snow.

COMPENSATION

All volunteers at Utah's Hogle Zoo are considered non-paid employees. Benefits include discounts on food and gifts and volunteer recognition events and parties.

THE VOLUNTEER DEPARTMENT WILL:

volunteeroffice@hoglezoo.org

- Maintain records for active volunteers.
- Ensure adequate training and supervision is provided.
- Issue volunteers a uniform and name tag.
- Provide ongoing support and assistance with volunteer/staff relationships.
- Administer volunteer benefits.

- Provide a written reference which will include hours of service, tenure, and job description when requested.

TO APPLY

- Please submit a [Zoo Media Application](#).
- Attach a PDF of your portfolio or supply a link to your portfolio in your application.
- If preferred, you may alternatively send a PDF or link to your portfolio to volunteeroffice@hoglezoo.org

Utah's Hogle Zoo is committed to creating a volunteer program that represents our community and includes individuals from various backgrounds, age groups, perspectives, experiences, abilities, and strengths.

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