TSS Photography

JOB DESCRIPTION – FIELD POSITIONS (as of 2/15/22)

SHOOT MANAGER – Responsible for the efficient operation of an entire photography event. Can be called upon to do any of the jobs at the event. Primarily responsible for coordinating groups to send them to the photography stations, working with parents and coaches/teachers to help get photo envelopes checked for completeness and resolving parents, coach/teacher and scheduling conflicts. Must possess a high tolerance for pain ☺. The event manager must always respect the children, coaches/teachers and parents and will work together with the group representatives, the facility representatives, the photographers/assistants, sales and table assistants, kids, parents and coaches/teachers to provide a picture day atmosphere that upholds the quality and integrity of TSS Photography.

Specific Responsibilities:

- The ultimate person responsible for all event staff
- Review and final decision on Sales/Table display setup and operation
- Periodic review of photographer's photos throughout the event and instruction to the photography staff on necessary adjustments and corrections
- Briefly look at envelopes, whenever possible, to highlight special needs for photographer
- Have coaches/teachers fill out all needed slate information and indicate groups that have taken pictures and no-shows on the master schedule

SALES/TABLE ASSISTANT – Responsible for gathering information on envelopes, making sure card and order information is complete, helping with set-up and tear down as needed at an event, up selling picture packages, making changes and matching up late envelopes with groups. Must have an outgoing attitude, be cheerful and helpful with parents, kids and coaches/teachers and provide superior customer service. Proficiency with math skills is necessary.

Specific Responsibilities:

- Complete cooperation with the Event Manager on all instruction
- Complete set-up of all display items, signage and information per company guidelines
- Briefly look at envelopes, whenever possible, to highlight special needs for photographer
- If assigned by the manager, have coaches/teachers fill out all needed slate information and indicate groups that have taken pictures and no-shows on the master schedule

ASSISTANT – Responsible for helping to set-up events and equipment, working with an assigned photographer to make sure kids are prepared for photos, helping customers receive assistance and answers, shading equipment, kids and photographer and event tear down.

Specific Responsibilities:

- Complete cooperation with the Event Manager on all instruction
- Line up players in designated area from smallest to tallest
- Make sure all players have shirts and strings tucked in with envelopes in hand
- Have all players leave items not used in pictures (helmets, bats, gloves, etc.) off to the side
- Instruct all players on the pose to be used that day
- Have player stand in the position designated by the photographer in the designated pose (make adjustments in pose and position as instructed by the photographer)
- Keep players/subjects orderly in line and in the designated waiting area for the group picture

PHOTOGRAPHER – Responsible for helping to setup events and equipment, properly posing, setting camera exposure and taking photos, on-site at shoot location, backgrounds, equipment maintenance requests, working with assistant to maximize the flow of groups and resolving photography issues after the event. The photographer will be responsible for lighting set-up, track and record image numbers, coordination with computer and computer operator (if applicable), working with schedules and teams to capture photos, posing clients and helping with set-up, tear down and resolving image number and/or photography issues.

Specific Responsibilities:

- Complete cooperation with the Event Manager on all instruction
- Determine the location of camera and subject (framing shots to be sure background meets guideline)
- Set camera and flash at appropriate settings (using company guidelines)
- Use assistant to set and adjust exposure and subject positions at the start and periodically throughout the event
- Instruct assistant on position and proper pose throughout the event
- Camera must be set on tripod and a cone used to mark subject position
- Briefly look at envelope to be sure information is clear and highlight any special needs for the subject
- Always refer to LCD screen after every photo for proper exposure, pose and framing
- Track and record all image numbers
- Reconcile each group's envelopes, by making sure all envelopes have a card/frame number and are in numerical sequence ready for Order Entry