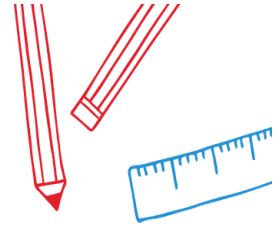




Richmond Regional Heritage Fair



PHOTOGRAPHER ASSISTANT (1 Position)

SHIFT

Friday, May 10 8:00am – 3:45 pm

JOB SUMMARY

Assists with photographs of student projects as directed by the photographer.

KEY DUTIES & RESPONSIBILITIES

- Help with general set-up
- Check in with the photographer
- Assist the photographer with the schedule and shot list throughout the day. ***Note that projects are located in various rooms around the Richmond Cultural Centre.***
- Please do not take photographs of students wearing blue wristbands as their parents have not given us permission to use their photos.
- Double check that waivers are signed before photos are taken if it is a teacher, volunteer, parent or visitor. You will be provided with additional waivers.

EXPECTATIONS

- Sign up on the City of Richmond's volunteer system at icanhelp.richmond.ca and log your hours.

FAQs

- The Richmond Cultural Centre does not open until 9:00 am. Someone will be stationed near the front entrance to let volunteers in before the building opens.
- When you arrive, please go to the Volunteer Registration Table to sign in with the Volunteer Coordinator, put on your volunteer name badge, and t-shirt. Check the schedule to see where you are stationed and the Activities Leader will give you further instructions.
- Pre-packaged lunch will be provided at the end of your shift for take away. Refreshments will be provided throughout the day.
- When your shift is over, please check in with the Volunteer Coordinator then go to the INFORMATION BOOTH in the ROTUNDA (LOBBY) to sign out, return your name badge and fill in a feedback form.