

## **Volunteer Position: Photographer/Photography Coordinator** **Committee: Communications Committee**

### **Committee Mission:**

To practice what we marketers preach – the Communications Committee creates engaging content that both promotes the chapter and informs and educates professionals within the AEC industry. The committee coordinates and communicates SMPS CT’s initiatives and schedule of events.

Responsibilities include: writing event/initiative press releases, managing the organization’s social media accounts, creating graphics for social media, coordinating content for SMPS CT’s blog, maintaining the Chapter website, promoting sponsors, and designing emails and miscellaneous chapter materials.

### **Volunteer Contribution:**

The Photographer/Photography Coordinator is responsible for coordinating with in-kind/program photographers to ensure that pictures are taken at every SMPS CT event. If a photographer is not available, the volunteer is responsible for attending the event and taking pictures themselves\*.

Additional responsibilities include adding pictures to the website, Facebook albums, and Google Drive.

\*In-person event/programs only. If the Photographer is not available for an event, they are responsible for coordinating with Committee volunteers to identify a replacement.

### **Estimated Time Commitment:**

Up to 1.5 hours per program/event.

### **Responsibilities:**

- Ensure photography is scheduled at every program and coordinating with Programs Committee
  - Take pictures if photographer is not scheduled
- Upload photography to website, Facebook, and Google Drive
- Update and maintain Google Drive library

### **Professional Development:**

- Photography
- Website Management
- Social Media Management

### **Requirements:**

- Attend all committee meetings with no more than three absences
- Strong written and verbal communication skills
- Proficient photography skills
- Ability to learn quickly as it pertains to social platforms, communication platforms, databases and back-end website dashboards

**For more information please contact: SMPS CT Communications Chair,  
communications@smpsct.org.**

**About SMPS Connecticut:** *The Connecticut Chapter of SMPS was created in 1982 as the Southern New England Chapter. In 2004, we realigned our focus and were renamed to align more closely with our core geographic membership in Connecticut. SMPS CT's membership includes over 100 professional marketers from all over the state and at all levels and stages of their careers. **We join SMPS National in extending our mission to ADVOCATE for, EDUCATE, and CONNECT leaders in the building industry.** SMPS CT's vision is for premier professional service firms to recognize SMPS as their most trusted resource for building business and achieving success.*