



CHEYENNE MOUNTAIN ZOO

Job Description

Position Title: Photographer/Videographer

Department: Marketing

Reports to: Public Relations and Social Media Manager

Department Head: Marketing Director

Supervises: None

FLSA Status: Non-Exempt

Hours: Full time, 40 hours per week. Normal full-time work schedule will be Monday through Friday, 8 a.m. to 5 p.m. Schedule will shift for specific projects and events with ample notice. Weekend and evening hours are required during the Zoo's special events, not limited to, but including Boo at the Zoo; Moonlight on the Mountain; Run to the Shrine; Tails, Tunes & Tastes; Electric Safari and Electric Moonlight. All work is completed at the Zoo; remote work is not allowed.

POSITION SUMMARY: Builds attendance and image for Cheyenne Mountain Zoo by capturing and editing original photos and videos for use in social media content creation and other promotional and communication pieces. Must have an insatiable curiosity about our animals and a desire to share them with our social media followers, newsletter subscribers, members and other audiences.

Must have previous experience working on a professional, collaborative and creative team. Must be a communicative teammate who asks questions about assignments, proactively provides progress updates and shares creative ideas to support the Zoo's brand. Must have an excellent eye for photo/video composition and documented experience in producing finished content. Video editing experience is required. Experience with Premiere Pro and the Adobe Creative Suite is preferred.

Additionally, this position assists the Zoo's Graphic Designer by using existing templates for brand development, visual presentations, logos, signage, promotional materials, and print collateral for a wide range of mediums. Assist with project management to include updating existing graphics, exporting files, printing, mounting, fabrication and installation of signage as needed. Assists with promotion and execution of special events. This position is non-supervisory in nature. Promotes professional working relationships with both internal and external customers. Adheres to and supports all organizational policies, procedures and standards. Promotes teamwork!

TO APPLY: Please submit your cover letter, resume and a link to your portfolio (all three are required for consideration) [via Indeed](#). Your online portfolio or professional social media channel must show examples of professional work including video filming, editing and photography. This portfolio should also include any examples of other creative experience you'd like to highlight – including, but not limited to, graphic design, illustration, animation, user experience, social media content creation or content writing, or web design. No phone calls or emails, please.

COMPENSATION: \$21.63/hour; full time/40 hours per week. Opportunities for prorated end-of-summer and year-end bonuses totaling up to 11% (based on Zoo performance). This position is a fully benefited position including group medical, dental, vision, life, and



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disability insurance; paid holidays, vacation & sick time; retirement plan; a zoo membership; and discounts on concession and gift shop purchases.

QUALIFICATIONS AND REQUIREMENTS:

- Preference will be given to candidates with extensive wildlife photography and videography experience and work samples and proven success in fast-paced work environments.
- Minimum 2 years' experience producing professional photography, videography, video editing and production is required.
- Candidates who apply without photography and videography samples will not be considered.
- Minimum 2 years working in a professional office environment.
- Experience with Premiere Pro, Adobe Photoshop, InDesign and other Adobe Creative Cloud programs is preferred.
- Proficiency managing associated administrative duties, like file management, calendar management, and team communication is required.
- Proficiency on a Windows-based PC platform is required.
- Computer proficiency in MS Office and Google platforms is preferred.
- Experience working on project tracking platforms (eg. Asana) is preferred.
- Experience with writing copy for social media is preferred.
- Experience with email marketing and layout is preferred (eg. Constant Contact).
- Experience with website maintenance is a plus.
- Must submit to and pass a pre-employment drug/alcohol screening.
- Must submit to a pre-employment background check.
- Must have a valid driver's license and be insurable as a Zoo driver.
- Must be able to provide proof that you can legally work in the United States.

ORGANIZATIONAL EXPECTATIONS:

- Ensure discretion with confidential information.
- Maintains courteous, helpful and professional behavior on the job. Will support the success of the entire team by promoting a collaborative work environment.
- Adheres to all CMZoo policies and procedures, CMZoo safety policies and procedures and OSHA safety guidelines.
- Consistently contributes to problem solving and cooperates with identified resolutions.
- Must demonstrate regular attendance and punctuality.
- Brings issues and process improvement ideas to the attention of the Supervisor.
- Maintains verbal and written skills required for the position.
- Attends meetings and participates in committees as required.
- Completes trainings as required.
- Adheres to company dress code policy. Always "Zoo Crisp!"
- Demonstrates time management in support of co-workers and the entire team.
- Represents the Zoo in a professional manner.



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DEPARTMENTAL EXPECTATIONS:

- Our marketing team thrives on collaboration, creative thinking, communication, commitment and consideration for each other. The team of 7 manages multiple promotional and communication campaigns simultaneously, while planning, promoting, and executing events attended by around one hundred thousand people annually. We help people fall in love with the animals in our care. We help visitors navigate the Zoo and learn about the animals in our care, wildlife and wild places. We ask a lot of questions. We are naturally curious. We require facts and truth in storytelling.
- We are looking for a photographer/videographer who wants to fill every minute of their work day sharing our stories through visual media. The ideal candidate has a creative, artistic eye and a passion for getting people closer than ever to the animals in our care, our mission, our conservation efforts and our beautiful mountainside setting.
- To thrive in this position, you must love learning how to embrace an established brand's voice. A successful candidate will receive feedback, direction and redirection with grace, trust for leadership and enthusiasm to meet the organization's goals over prioritizing personal preferences.
- Our ideal candidate:
 - takes ownership and pride in responsibilities.
 - can organize and prioritize multiple varied projects while working with strict deadlines.
 - has the confidence and ability to ask questions to absorb clear direction, take the lead on assigned projects and adhere to deadlines while providing ongoing progress updates.
 - possesses self-discipline and effective time management skills.
 - is skilled in establishing and maintaining effective working relationships with co-workers, vendors, Zoo staff and the public.
 - would professionally represent the marketing team when supporting other Zoo departments' video and photography needs, as assigned by supervisor.
 - is a visual storyteller who wants to save wildlife and wild places by helping people fall in love with the animal ambassadors who live at Cheyenne Mountain Zoo.
 - is a compassionate and considerate co-worker who understands how their action or inaction affects their team.
 - is a dependable teammate, whose co-workers can trust will get their pieces of projects done without reminders in advance of deadlines.
 - upholds CMZoo's visual brand through all communication channels.
 - contributes to creative brainstorming sessions to build communications and campaigns that support the Zoo's mission and programs.
- This position may be required to drive personal and/or Zoo vehicle and perform other duties as required.
- The photographer and videographer's normal full-time work schedule will be Monday through Friday from 8 a.m. to 5 p.m. Their schedule may shift for specific projects and events. All work is completed at the Zoo; remote work is not allowed. This hourly position may not work more than 40 hours per week.



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Photography & Videography Duties & Responsibilities:

- Spend the majority of each day completing photography, videography and editing assignments at Cheyenne Mountain Zoo.
- Some off-grounds conservation field project video and photo work is required.
- Update project management software to reflect projects' statuses.
- Communicate daily focuses and confirm understood priorities with supervisor.
- Receive direction to complete video editing projects.
- Provide input and creative ideas for social media content.
- Create a sufficient volume of photography and videography to supply CMZoo's Social Media team with content for at least 2 posts per day, 7 days a week, year-round.
- Perform minor image correction needed to meet the high standards of CMZoo photography. The Zoo prefers natural-looking photography that is not heavily altered.
- Edit video packages together within brand standards to produce finished video stories for social media and other distribution avenues.
- Act as the administrator for the Zoo's digital photo and video library.
- Adhere to established file naming conventions and file folder organization.

The candidate hired for this position also agrees to the following:

- Cheyenne Mountain Zoo does not provide photo/video credits to staff or volunteers. Zoo staff do not receive photo/video credits in any of our public media.
- You will not be allowed to sell any photo/video assets that you take while employed here. All assets will be property of the Zoo.
- You are welcome to use assets as part of a personal portfolio or on personal social media channels, but only after CMZoo has used it on their official channels.
- The Zoo owns a Nikon D7500 DSLR with two lenses ([see detail](#)), which you are encouraged to use for your work here. If you prefer to use your own personal gear, please know that it is at your own risk, and you may want to consider personally insuring it (not covered by the Zoo).

Graphic Design & Project Management Duties & Responsibilities:

- Assist the Graphic Designer as directed to complete simple design projects. Use established templates to maintain brand standards.
- Assist the Graphic Designer with exporting and organizing digital files, signage installations, audits, sign mounting and various other projects as assigned.
- Consult with Graphic Designer to ensure CMZoo's visual brand is maintained through all communication channels.

Special Event Duties & Responsibilities:

- This position supports the special events team by assisting with event setup, teardown and troubleshooting.



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- Photographer/videographer is responsible for understanding photography and videography needs for each unique event, preparing a plan to meet those needs and seeking advice for meeting that goal.
- The photographer/videographer also attends events to gather photos and videos for promotional use.
- Work schedule will change to support event planning and execution. Various evenings required for special event coverage.

Acknowledgement

I have read and understand the above job description; and I can perform the essential functions of this position and ensure that the Organization's Quality Systems, Policies, Goals and Objectives are met and maintained.

Print name

Signature

Date