



**Job Title:** PERSONAL EVENT PHOTOGRAPHER  
**Department:** Event Services  
**Location:** New York City  
**Time Frame:** On-Going  
**Compensation:** Stipend  
**Report To:** Senior Event Producer

Simply Precise Events is seeking a fun, passionate and artistic student to assist with the daily tasks of running a business and planning events. Responsibilities include but are not limited to coordinating events, planning menus, drafting décor layout, researching venues and contacting vendors.

**Purpose of Position:** The main purpose of this position is to highlight the brand of Simply Precise Events and promote the work to acquire new clients. You will work closely with the Senior Event Producer at all times to capture branded moments on film.

**Primary Responsibilities:**

- Operate camera for shooting assignments.
- Ensure proper lighting is achieved.
- Travel to various locations for events.
- Design and edit promotional materials.
- Configure photos to be used for marketing materials, website, client and vendor “Thank You” Notes, gifts and surveys upon completion of every event.
- Promote market brand via social media.
- Maintain confidentiality of client vs vendor related information

**Required Skills & Knowledge:**

- Own a professional photography camera.
- Professional and artistic.
- Industry knowledge of capturing and image-editing techniques.
- Marketing and legal knowledge relevant to photography; digital-imaging photography, lighting techniques and graphic arts technology.
- Website photography including image optimization and animation techniques.
- Highly Computer and Social Media literate.
- Exceptional organization, planning, project management, oral & written communication skills.
- Experience AND commitment to an amazing customer service experience.
- Ability to work independently and contribute in a team environment.
- Ability to work creatively and artistically within the brand of Simply Precise Events.
- Strong attention to details and ability to perform several tasks simultaneously to meet deadlines.
- Visionary

**\*THIS IS A NON-SALARIED POSITION. STIPEND AVAILABLE. TRAVEL OPORTUNITIES ARE POSSIBLE. GREAT OPPORTUNITY TO BUILD A GREAT NETWORK. PLEASE SUBMIT COVER LETTER, RESUME AND PICTURE TO [SimplyPreciseEvents@gmail.com](mailto:SimplyPreciseEvents@gmail.com). DEADLINE FOR SUBMISSION IS Friday, August 1, 2014 NO PHONE CALLS PLEASE!**