



## **POSITION: Photo Archivist**

**Reports to: Photo/Video Team Coordinator**

### **REQUIREMENTS:**

### **DUTIES:**

1. The Photo Archivist collects and reviews all photos and scanned documents from team members.
2. The Photo Archivist archives all media to the VHF Photo Archives and uploads to the Archival Hard Drive at least annually.
3. The Photo Archivist manages the SmugMug Site and Facebook webpages by posting appropriate pictures