

Building Recording Photographer – Coffin Fitting Works

NB: This volunteer role is subject to the agreement of the building contractor who will be responsible for the site during construction works.

Volunteer Role:	Building Recording Photographer
Responsible to:	Trust Director
Hours and time frame:	Start January 2013 Approx. 5-6 hours per month
Location/workspace/equipment:	Using your own photographic equipment / Coffin Fitting Works, Fleet Street
Purpose:	To document the restoration of the CFW through photography on a regular basis (at least every 2 weeks) and upload images (with licence to use) to the new coffin works website
Responsibilities:	<ul style="list-style-type: none"> • To agree copyright of images and terms before commencement of work • To liaise with the contractor • To select fixed locations within the CFW and take regular photos from these locations • To capture the conservation works, especially specialist skills (and people involved) and create a photographic archive for BCT. To include before and after shots • To upload images (with titles, dates and comments) into a flickr account and on the coffin fitting works website • To supply images to BCT through dropbox, CD or equivalent • To keep an accurate record of your volunteer hours and submit a timesheet
Skills/qualities required:	<ul style="list-style-type: none"> • Photographic skills • Availability for regular visits to CFW • Self-motivation and ability to work on your own initiative • Knowledge and experience of social media (although training will be provided if required)
Support/training provided:	<ul style="list-style-type: none"> • Support arranging access to site • Support of BCT staff in choosing content for website if required • Access to social media training through Podnosh • Additional relevant training as identified • 'Out of pocket' expenses
What Birmingham Conservation Trust expects from volunteers:	<ul style="list-style-type: none"> • Maintain good working relationships with staff, other volunteers and members of the public • Attend appropriate training and learn about the work of Birmingham Conservation Trust • Promote understanding and enjoyment of Birmingham's built heritage • Be reliable in delivering tasks identified • Observe organisational policy and procedures • Protect BCT property from theft, damage or loss, within the limit of their responsibilities • To safeguard confidential information about BCT and refer any controversial matters relating to the work of BCT to their manager