

Photographer/Interviewer

Volunteer Role:	Photographer/Interviewer
Responsible to:	Development Officer or Trust Director
Hours and time frame:	Ad-hoc requests (between 5-10 hours per month)
Location/workspace/ equipment:	Using your own photographic and audio recording equipment / Coffin Fitting Works, Fleet Street / other locations (many of which will be derelict)
Purpose:	To document the work of BCT (events, school workshops, talks, volunteers, historic building at risk projects we are working on) to help promote and raise awareness of Trust activities
Responsibilities:	<ul style="list-style-type: none"> • To agree copyright of images and terms before commencement of work • To photograph events, activities, people, buildings etc. as required (if available) • To gather audio recordings (interviews/ambient sounds) to add context and audio description to photographs • To upload images (with titles) into the Flickr account and supply images and digital audio files to BCT through dropbox, CD or equivalent • To upload photos and sound files (with titles) to the BCT website. Publisher rights to BCT social media will be issued after a trial period • To keep an accurate record of your volunteer hours and submit a timesheet
Skills/qualities required:	<ul style="list-style-type: none"> • Photographic skills • Ability to speak confidently and interview people, and précis information for our on-line audience • 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 sites and people to interview • Support of the Development Officer in choosing content for website if required • Access to social media training through Podnosh • Additional relevant training as identified • Safety gear as required • '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