

## **Job Title: Photography Studio Assistant – Part Time Position**

### **Responsibilities:**

- Assist in customer service including greeting clients, scheduling appointments, preparing clients for portrait sittings, showing electronic previews, assisting with client orders and other similar duties.
- Answer the telephone.
- Assist photographers with portrait sessions and on-location photo shoots.
- After a period of training and evaluation, opportunities exist for additional photography work including portrait photography.
- Image post-processing including color correction and retouching.
- Assist in production including printing and packaging of photo orders.
- Other general office and production work as needed.

### **Skills Required:**

- The ability to work well with many different kinds of people.
- A cheerful, positive attitude.
- Good computer skills. Experience with Adobe Photoshop and Adobe Lightroom helpful.
- An interest in portrait photography or experience in this area.
- We will provide training as needed.
- You **must** have your own reliable transportation.

### **Schedule:**

- Part-time work available ranging from 20 – 28 hours per week.
- Year-round work with a lighter schedule in the winter months.
- Mornings and/or afternoon hours primarily. We are open one evening per week.
- Occasional Saturday morning work required.

### **Remuneration:**

- Wages start at \$11 / hour. Additional amounts possible based on experience.