

## POSITION DESCRIPTION

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<b>Position:</b>	Marketing and Photo Services Manager
<b>Department:</b>	Marketing and Photography Service
<b>Salary Level:</b>	IV (Manager/Director)
<b>Default Housing:</b>	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Full-time Marketing Specialist
<b>Desired Availability:</b>	May 15 – August 22

### Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current BSA Annual Health and Medical Record to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

### Position Overview

The Marketing & Photography Service Manager is responsible for cheerfully and willingly giving leadership to the Marketing & Photography Service management team, whose objective is to serve the campers, advisors and staff who come to Philmont. Your primary duty is responsible for training, scheduling and mentoring MPS leadership. The photo manager must coordinate with department leaders throughout the Ranch in order to schedule photo assignments.

### Primary Duties & Responsibilities

- Provide cheerful customer service to all Philmont staff and participants.
- Become familiar with all MPS departments.
- Organize training for MPS leadership.
- Plan and host weekly MPS leadership team meetings.
- Plan and host all MPS meeting every 9 days.
- Train and uphold proper care of all MPS department equipment.
- Coordinate with all Philmont department leaders to schedule staff and participant photos.
- Welcome feedback from all areas of Philmont and use it to improve MPS.
- Hold photographers MPS leadership accountable for meeting all set deadlines.
- Regularly observe all MPS departments and provide continuous feedback.
- Mentor internal and external interdepartmental communications as needed.
- Evaluate performance of MPS leadership.
- Attend weekly management meetings.

- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 21 years of age by time of employment.
- Must be able to obtain a Philmont driving permit during staff training
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment
- Knowledge of marketing/photography equipment highly suggested
- Previous Philmont Marketing and Photography Service experience

### Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching

### Additional Information

Send inquiries to [philstaff@scouting.org](mailto:philstaff@scouting.org)

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

*Philmont and the Boy Scouts of America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**Updated:** 7/9/2022