

POSITION DESCRIPTION

Position:	Marketing & Product Photography Specialist
Department:	Tooth of Time Traders
Salary Level:	III (Coordinator/Asst. Manager)
Default Housing:	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Tooth of Time Traders E-Commerce Manager
Desired Availability:	May 26 – August 11

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 Scouting 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 Scouting America Annual Health and Medical Record (Parts A, B, & C) 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 ToTT E-Commerce and Content Assistant is a photography-focused summer position supporting Tooth of Time Traders' marketing and e-commerce operations. Working closely with the E-Commerce Manager, this position creates and edits product, flat-lay, and lifestyle photography for the annual store catalog, website, social media, marketing emails, product launches, and other promotional materials.

When not conducting or editing photo shoots, the assistant will help develop marketing content, create social media posts and collateral, update website product information, and support other e-commerce projects.

Primary Duties & Responsibilities

- Plan and conduct product, flat-lay, lifestyle, staff, and location-based photo shoots.
- Photograph merchandise for website listings, social media, marketing emails, catalogs, and other promotional materials.
- Stage merchandise, select appropriate backgrounds and props, and create visually appealing product arrangements.
- Develop shot lists and coordinate the products, people, locations, and supplies needed for each shoot.
- Recruit and confidently direct staff members, participants, and other appropriate individuals during lifestyle photo shoots.
- Drive in a Tooth of Time Traders vehicle to approved Philmont locations for photography assignments.
- Review, select, edit, retouch, crop, resize, and prepare photographs using Adobe software.
- Maintain accurate product colors and details when editing merchandise photography.

- Export images in the appropriate sizes and formats for website, email, social media, and print use.
- Organize original and completed photographs using clear file names, folders, and product information.
- Assist with developing social media posts, captions, graphics, and marketing collateral.
- Support product launches, seasonal promotions, email campaigns, and other Tooth of Time Traders marketing initiatives.
- Assist with building and updating website product listings, including images, descriptions, specifications, and other product information.
- Review website content for accuracy, image quality, formatting, and missing information.
- Assist with photography, image selection, product information, proofreading, and layout for the annual Tooth of Time Traders catalog.
- Follow Philmont and Scouting America requirements regarding photography permissions, privacy, youth protection, and the use of staff and participant images.
- Maintain a consistent Tooth of Time Traders brand voice and visual style.
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must possess a valid driver's license and meet Philmont requirements for operating company vehicles.
- Demonstrated photography ability, including product, flat-lay, and lifestyle photography.
- Applicants should provide a portfolio or examples of relevant photography with their application.
- Proficiency with digital cameras and a strong understanding of lighting, composition, exposure, focus, and visual storytelling.
- Proficiency with Adobe software, particularly Lightroom and Photoshop.
- Ability to confidently recruit, communicate with, and direct individuals or groups during photo shoots.
- Strong computer skills and ability to learn website, e-commerce, email marketing, file-management, and social media systems.
- Strong organization, time management, communication, and attention to detail.
- Ability to work independently, manage assignments, and complete content within established deadlines.
- Experience with e-commerce, social media, email marketing, graphic design, copywriting, or catalog production is preferred.
- Experience with Adobe InDesign, Illustrator, or other Adobe Creative Cloud programs is preferred.
- Dependable, creative, flexible, and able to adjust to changing marketing priorities and photography needs.

Physical Requirements & Work Environment

- Must meet Scouting America height/weight requirements.
- Ability to carry cameras, photography equipment, merchandise, props, and supplies to photo locations.
- Ability to stand, walk, bend, kneel, reach, and reposition products or equipment during shoots.
- Ability to travel to indoor and outdoor locations throughout Philmont, including areas with uneven terrain.
- Ability to work in changing outdoor temperatures and weather conditions.

- Ability to drive a Tooth of Time Traders vehicle to approved photography locations.
- Flexibility to occasionally work early mornings, evenings, weekends, or other nontraditional hours when lighting, activities, or scheduled events require it.

Additional Information

Send inquiries to 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 from other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

Philmont and Scouting 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: 8/27/2026