

POSITION DESCRIPTION

Position:	Autumn Marketing Specialist
Department:	Marketing and Photography Service
Salary Level:	II (Specialists/Foremen)
Default Housing:	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Marketing Manager
Desired Availability:	September 5 – November 15

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 Autumn Marketing Specialist is responsible for cheerfully and willingly serving as a member Marketing & Photography Service team, whose objective is to serve the campers and advisors who come to Philmont. Your duties include capturing and editing group and marketing photos; and working closely with department leaders throughout Philmont to produce professional print materials, web campaigns and Social Media posts. Staff should also be comfortable with graphic design.

Primary Duties & Responsibilities

- Take exceptional care of all Philmont equipment.
- Learn to use Philmont cameras - Shutter speed, aperture, ISO.
- Shoot marketing photos for social media, brochures and Philmont website.
- Organize, rename and keyword all photos using Photo Mechanic.
- Edit photos with Lightroom for printing and/or archiving in a timely manner.
- Be familiar with Facebook, TikTok, YouTube & Instagram.
- Resourcefully gather answers and respond to social media inquiries.
- Use Philmont archive and photography staff to obtain marketing photos for all projects.
- Help Film video projects and work on livestreams.
- Learn to use Photoshop, Illustrator and InDesign to complete graphic assignments.
- Learn to use DaVinci Resolve and Premiere Pro to edit video projects.
- Use the internet to continuously improve technical understanding of all job duties.

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

Desired Qualifications & Experience

- Must be 18 years of age by time of employment
- 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 graphic design highly suggested
- Ability to function well in a fast-paced, dynamic, and sometimes stressful environment

Physical Requirements & Work Environment

- Must meet Scouting America 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
- Be capable and willing to work in all types of weather conditions at various locations

Additional Information

Send inquires to philstaff@scouting.org

It should be noted by applicants that Philmont Scout Ranch and the surrounding 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 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: 9/14/2026