

**MARKETING & PHOTOGRAPHY SERVICE MANAGER
POSITION DESCRIPTION****POSITION CONCEPT**

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. You are directly responsible to the Philmont Marketing Manager.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 21 years of age by time of employment.

SPECIFIC JOB REQUIREMENTS

- 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.
- Be ready to work on other duties as assigned.
- Be able to lift 70 lbs.

