



Western Development Museum
Saskatoon

2610 Lorne Avenue
Saskatoon, SK S7J 0S6

P: 306-931-1910
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**The Western Development Museum - Saskatoon
is seeking a
Boomtown Photo Studio Photographer – Part time /Casual**

Are you a Creative person who likes to photograph people in a historical photo studio setting? **Do you take pride** in your work, ensuring the smallest details are always done right? **Are you passionate** about creating exceptional historical portraits that visitors love?

If so, we might like to meet you.

We are looking for a Photo Studio Photographer who will create wonderful portrait photographs and manage the Boomtown Photo Studio in an exceptional customer service focused manner.

The Boomtown Photo Studio Photographer is responsible for:

- Assisting patrons with selecting antique clothing and fitting adjustments.
- Providing proper placement of patrons for photo taking opportunities.
- Inventory and ordering of necessary supplies for operation of digital camera equipment and printer.
- Some general artifact cleaning and Museum gallery maintenance.
- Provide information on the Photo Studio, photo equipment, Boomtown Street and Museum.
- Maintaining the safety and integrity of the collection through adherence to museum standards.

We are looking for a Boomtown Photo Studio Photographer who is:

- **A creative photographer** - able to create wonderful portrait photographs.
- **Personable** - able to work well with many different people.
- **Technically savvy** - able to work with electronic cameras, computers and printers.
- **An eye for detail** - able to quickly to create the perfect historical sittings for our patrons.
- **A strong communicator** - both orally and in writing.

This position presents an opportunity to work with patrons, volunteers and staff in a recognized museum setting. The detailed job description outlining required skills, qualifications, and hours of work is attached.

If you're interested in joining our team, please send a resume and cover letter showing how you meet the requirements of this position.

Applications must be received by February 17, 2019

Please send your application to: Boomtown Photo Studio Photographer Selection Committee
Western Development Museum
2610 Lorne Avenue
Saskatoon, SK S7J 0S6
Email: saskatoon@wdm.ca

We thank everyone interested in this position but will only be contacting selected applicants.



Boomtown Photo Studio Photographer Job Description

Employment Status:	Casual / Part time/ Hourly July - September Long Weekend. Up to 25 to 50 hours per 2 week pay period September - June. Up to 32 hours per 2 week pay period
Pay Scale:	\$11.50/hour
Location:	WDM Saskatoon

The photographer will be responsible for the operation of the photo studio exhibit on Boomtown Street. The photographer assists the WDM in achieving its public trust responsibilities by ensuring the photo studio functions smoothly as well as supporting the maintenance of the exhibits and gallery spaces to a high standard. The photographer is responsible for the day to day operation of the photo studio exhibit. The photographer will greet patrons and provide historical and general information on the photo studio, Boomtown Street and the Museum. This position presents an opportunity to work with patrons, volunteers and staff in a recognized museum setting. The candidate will work directly under the supervision of the Gift Shop Manager.

RESPONSIBILITIES

1. Operation of the Photo Studio

- Operate the photographic equipment and various software programs used
- Assist patrons with selection of vintage clothing and fitting adjustments
- Maintain antique clothing and footwear in clean and good condition
- Provide proper placement of patrons for photo taking opportunities
- Provide historical and related information on the Photo Studio, photo equipment, Boomtown Street and Museum
- Become familiar with all aspects of the WDM, specifically the Saskatoon location

2. Exhibits - Gallery Maintenance

- Inspect exhibits and gallery spaces regularly noting any exhibits and gallery areas that require cleaning
- Support exhibit maintenance and gallery cleaning requirements
- Some general artifact cleaning and Museum gallery maintenance
- Assist in maintaining the safety and integrity of the collection when cleaning and/or handling artifacts in the gallery

3. Administration

- Maintain a clean, organized, and safe work environment
- Observe safety and risk management procedures in public areas and work spaces
- Keep accurate photo studio sales records according to WDM procedures
- Maintain inventory of photo studio equipment and studio consumables, requesting additional supplies as needed
- Assist with photo studio functions during special events and rental functions
- General office and other duties as assigned

RELATIONSHIPS

The Photo Studio Photographer will provide a “visitor-centric” approach to patrons of the Museum, providing exceptional internal/external customer service and engagement.

The Photo Studio Photographer must maintain and encourage positive and professional relationships with the public, WDM board members, staff, and volunteers.

The Photo Studio Photographer works collaboratively with the Museum Exhibits Technician and other staff and volunteers.

SUPERVISION and MENTORSHIP RESPONSIBILITIES

This position has no supervisory responsibilities of Museum employees.

EXPECTED OUTCOMES

1. The Photo Studio exhibit is well maintained, welcoming and aesthetically pleasing
2. The Photo Studio provides a quality experience and product to the patrons of the studio
3. The safety and integrity of the collection in the studio is maintained through adherence to museum standards
4. Artifact security and visitor safety is maintained throughout the Museum

PHYSICAL DEMANDS and WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to:

- Engage patrons and work with them to set up the appropriate photographic sitting/pose
- Engage in moderate physical activity including standing, walking, and sitting
- Use hands to feel and manipulate tools, equipment and materials and reach with hands and arms
- Comfortable working in both a photo studio, museum gallery and office setting
- Employee Benefits Plan as per WDM Employees’ Handbook
- A 7.5% employer-matched pension plan
- Life insurance program
- Health and dental benefits, sick time benefits, long term disability

- Hours of work are between 8:30 am and 5:00 pm, (up to 25 hours to 50 hours per 2 week pay period) generally Wednesday to Sunday
- Working a modified work week to accommodate some evenings and weekend work may be required and will be scheduled in advance

KNOWLEDGE / SKILLS

1. Skills, Abilities, and Knowledge

- General knowledge and interest in photography
- Interest and knowledge of Saskatchewan heritage
- Ability to work under minimum supervision
- Strong interpersonal skills
- Ability to work some evenings
- Ability to manage cash, inventory and accounting
- Excellent written and oral communication skills
- Ability to work independently as well as in a team situation
- Ability to work with volunteers and the public
- Be responsible and possess a high level of integrity
- Basic understanding of electronic photographic equipment, lighting, digital printers and software with the ability to learn new skills with regard to operating the photo studios
- Must be comfortable working with a wide variety of patrons
- Ability to establish and maintain effective working relationships with co-workers
- Ability to communicate effectively both orally and in writing
- Ability to keep and maintain accurate records
- Ability to lift between 16 kg (35 lbs) and 23 kg (50 lbs)
- Strong problem-solving skills
- Strong customer service skills
- First Aid/CPR/AED training (or willingness to learn)
- Proficiency in using computers including Microsoft Office suite and Adobe photo software
- Valid Saskatchewan Class 5 driver's license (or able to arrange reliable transportation)

2. Education and Experience

- Proven expertise or work experience with an emphasis on photographic arts, studio arts or related trade skills
- Prior experience working in a museum or gallery environment a plus