

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2025)

POSITION: MEDIA SPECIALIST – Seasonal Exempt

Salary: \$375-\$425/weekly

Reports directly to the Director of Marketing and Communications

JOB OVERVIEW:

The Media Specialist is responsible for capturing the spirit and energy of Camp Stella Maris through high-quality photography and videography. This role produces daily photos, a weekly mid-week highlight video, and weekly recap videos to share with families and support year-round marketing efforts. Working closely with the Marketing Director, the Media Specialist ensures all media is timely, organized, and aligns with camp values and safety standards. The position requires strong technical skills in filming, editing, and content management, as well as the ability to engage positively with campers and staff. Creativity, reliability, and a commitment to showcasing the camp's mission are essential for success in this role.

RESPONSIBILITIES:

Prior to the start of camp:

1. Maintain open communication with the Marketing Director and Summer Camp Director.
2. Complete all necessary paperwork and submit by assigned deadlines.
3. Attend and actively participate in New Staff Orientation (if new), Open House and Pre-camp Orientation/Training week.

While camp is in session:

1. Produce daily media (video and photo), end of week video, and videos to be used for year-round marketing/advertising.
 - a. Produce a weekly camp video of at least 7-10 minutes in length to be sent uploaded to the shared drive no later than Friday noon of short weeks and Friday curfew of long weeks.
 - i. Music in videos must be royalty free as they will be uploaded to CSM's YouTube channel.
 - b. Produce a mid-week resident camp video of 2-3 minutes and upload to the shared drive no later than Tuesday curfew.
 - c. Take camper photos throughout each day (300+ per day).
 1. i. Upload photos to shared drive by end of each day
 - d. Maintain organized video and photo digital archives. (i.e. Google Drive, etc.)
2. Participate in general execution of Camp's programs.
3. Consult with the Marketing Director on the purchase of video equipment, as well as computer hardware and software needs.
4. Other duties as directed.

OTHER:

- Maintain clean, safe living quarters.
- Abide by and enforce all Camp Stella Maris policies and regulations.
 - Including but not limited to: Local, State, & Federal Laws, Livingston County DOH, the American Camp Association, and CCDR's corporate compliance & ethics program.
 - Sharing of any information regarding confidentiality, privacy, program, billing, & documentation is strictly prohibited without prior consent from the Executive Director or Camp Director.

QUALIFICATIONS:

1. Proven ability to film and photograph, edit and release (upload or equivalent) content common with that of a children's camp.
2. Advanced knowledge of equipment, hardware, and software associated with film and photographic production.
3. Ability to determine suitability of content with regards to appropriateness, safety and security.
4. Proven experience in video production. (Portfolio should be available upon request.)
5. Ability to interact well with campers and co-workers.
6. Possess high moral character.
7. Emotionally mature and stable.
8. Belief and commitment to Camp's policies and philosophy.

OWNERSHIP OF MEDIA:

All content will remain under the ownership of Camp Stella Maris. Media Specialist may be granted the right to use content upon approval of the Marketing Director for portfolio purposes.

Camp Stella Maris is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on qualifications, merit, and business needs. The purpose of this job description is to describe the essential job functions and the level of work performed by individuals assigned to this position. This description is not an exhaustive list of all job duties performed by this position. Management reserves the right to modify, add to, or remove duties from jobs and to assign other duties as necessary.