**CAMP STELLA MARIS**
**JOB DESCRIPTION (Updated 1/2026)**

**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 Director of Marketing & Communications, 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.

### Key Responsibilities:

Prior to the start of camp:

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

While camp is in session:

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

### General employee responsibilities:

- Maintain clean, safe living quarters.
- Abide by and enforce all Camp Stella Maris policies and regulations.
- Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.
- All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

**Qualifications:**

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

**Ownership of Media:**

All content will remain under the ownership of Camp Stella Maris. The 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.