



## Volunteer Position Description:

### Shelter Photographer

#### Responsibilities:

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Shelter Photographers play an important role in promoting the adoptable animals of the Saskatoon SPCA. The Saskatoon SPCA website receives approximately 18 000 visits every month, and many individuals have started utilizing online tools to begin their search for a pet. Having high quality, professional looking photos of adoptable animals on our website attracts potential adopters and can help animals find their happy home much more quickly!

Photos taken by shelter photographers will also be considered for use in printed and digital promotional materials such as brochures, posters, and social media graphics. While watermarks are permitted on photos, please note that the size and style of the watermark will influence how often photos are considered for promotional use (subtlety is key). Photos will often be subject to cropping. In some cases, photographers will be asked to remove their watermark in exchange for small-print written recognition on the promotional material in which it is used.

#### Commitment:

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Shelter photographer volunteers must commit to a regular weekly shift of approximately 1-2 hours for a minimum of 6 months.

Morning shifts are preferable for shelter photographers to ensure availability of photography space; afternoon shifts may be made available for those whose schedule does not allow for morning shifts, however photography space may be limited during these times as the Socialization Room, Dog Parks and Auditorium may be in use by the public or shelter staff.

Days Available	Time frames available*
Tuesdays	10 a.m. – Noon (closed to public) 3 p.m. – 5 p.m. (open to public)
Wednesdays	10 a.m. – Noon (closed to public) 3 p.m. – 5 p.m. (open to public)
Thursdays	10 a.m. – Noon (closed to public) Noon – 2 p.m. (closed to public) 5 p.m. – 7 p.m. (open to public)
Fridays	10 a.m. – Noon (closed to public) 3 p.m. – 5 p.m. (open to public)

\*Time frames indicate when a volunteer shelter photographer can schedule their shifts, and not reflective of the shifts required. Once a time frame has been claimed, it will be reserved for that photographer and not be available for any other photographer to utilize.

## Qualifications:

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This position is suitable for those who...

- 🐾 Have an appreciation and respect for animals and the values of the Saskatoon SPCA
- 🐾 Can work independently or as part of a team
- 🐾 Are able to interact with the public in a friendly and professional manner
- 🐾 Are comfortable handling cats and dogs of varying breeds and sizes
- 🐾 Knowledge of animal behaviour is considered an asset
- 🐾 Professional photography experience is not necessary, though is considered an asset

## Volunteer Requirements

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Shelter photographers must...

- 🐾 Be 16 years of age or older
- 🐾 Have access to their own DSLR camera
- 🐾 Complete a volunteer application
- 🐾 Attend an orientation with SPCA Community Engagement Coordinator
- 🐾 Sign Code of Conduct, Confidentiality Statement, Release & Waiver of Liability

## Photo Requirements

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Animal photography must conform to below requirements:

- 🐾 Animals should be removed from kennels for their photo; cats can be taken by leash or in a carrier to the Socialization Room or the Auditorium, and dogs may be brought to either of these locations OR outside to our off-leash Dog Parks.
- 🐾 Ensure animal is looking at the camera (use treats and/or toys to get their attention)
- 🐾 A variety of both full-body and close-up photos is preferred (1 to 3 photos per animal)
- 🐾 Remove cones and ensure no mud/excrement/loose fur etc. is in view
- 🐾 Ensure animal is clearly in focus and not blurry/moving
- 🐾 Make sure the animal doesn't look angry or fearful
- 🐾 Photos must be in landscape orientation – database distorts portrait orientation shots
- 🐾 Photos must be provided to the SPCA via email or a shared file (such as DropBox, Google Drive, or web album) within 24 hours to [communications@saskatoonspca.com](mailto:communications@saskatoonspca.com)