

POLICY NUMBER: 6.17	DATE ADOPTED: Mar 16, 2016
POLICY TYPE: Production Job Descriptions	DATE AMENDED: Nov 2016
POLICY TITLE: Photographer	

Photographer

The Production Photographer is responsible to the Administrative Producer with a secondary responsibility to the Director. Photographs produced are for four main purposes:

1. Publicity (advertising, website, Facebook, etc.)
2. Lobby display (usually portrait shots but sometimes other photos)
3. Programme (if applicable)
4. Archives

In taking on this position the Photographer gives permission to Shuswap Theatre to use any production shots for publicity and archival purposes including posting on the internet. The Photographer has the right to require that written credit be given for all photos published in print or electronic media.

Responsibilities

1. The Photographer needs to attend rehearsals about once a week to take production shots for use in advertising and publicity. It is best to be in contact with the Director regarding the best times to come so as not to disrupt rehearsals and to be presented with the most visually appealing photo opportunities.
2. Contact the Director of Publicity for information about specific needs and timelines.
3. It is difficult to take interesting, well composed photos of rehearsals, so consider asking the director for help in setting up a few shots that allow close-ups and other “fill the frame” photos. Staged shots do not need to be perfectly accurate in presenting the play as long as they communicate its essence. Be efficient and sensitive to the Director’s need to take as little time as possible away from the task of rehearsal. It is often helpful to ask the Director to choose 3 or 4 dramatic moments and set those up for photos.
4. Take a few photos of crew members working (set building, fitting costumes, applying makeup, etc.).
5. Once all cast and crew positions have been filled, schedule a time to take headshots of all. This will usually require more than one session. Check with the Producer, Director and Lobby Display person for any special requests for photos (e.g. funny, sepia, black and white).
6. Strive for consistency of appearance of headshots (e.g. background, colour or black and white, distance from camera, etc.)

7. Take more rehearsal shots once actors are in costume and the set is nearing completion. Be sure to take a few of the completed set itself for archival purposes.
8. Cull your photos. Digital cameras make it possible to take many shots. However, it is important to select only the best ones. Early rehearsal shots can often be deleted once later, better ones (e.g. with costumes, set pieces, etc.) have been taken.
9. Upload your best photos to the Shuswap Theatre Dropbox folder as you go so that all who need access have it. Arrange with the Publicity Director to get access to the Dropbox folder.
10. After the show is over, delete all but the best final production shots, a few crew shots, and one headshot for each person.