

GANSBAAI PHOTOGRAPHY CLUB

Position : IT / Media Member

GBPC website

1. Manage and update GBPC website as and when required.
2. Upload training presentations on a monthly basis.

GBPC Facebook Page

1. Manage and update the Facebook page.
2. Upload the monthly images, winners and score sheets in both categories.
3. Accept or decline new members.
4. Monitor uploads.

GBPC Instagram account

1. Manage and post images to the GBPC Instagram account

Photovault & judging process

1. Configure, Setup, Add and Manage Events on Photovault.
2. Download Images and files from Photovault after an event.
3. Upload images and sheets to be judged as per agreed judging system
4. Download / Coordinate judges scores and comments.
5. Upload images and CSV sheet to TOP, add scores and winners.
6. Export from TOP to Photovault and update members scores.
7. Prepare, update & check all scores statistically for annual awards.
8. Prepare all relevant info as required and when needed.
9. Assist members with login problems or upload problems when needed.
10. Backup and store all images/data safely.
11. Keep up to date with the updates of the Photovault system as required.

Weekly meeting preparation

1. Set up, check, manage, fault find TV/Projector at viewing venue for all GBPC events.
2. Ensure that all systems are working/tested as required before event/s commence.
3. Pack away, transport and safely store all GBPC media equipment.

Assist in any other capacity within the club as and when needed/required.