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# Cat Marketing Team: Photo Maintenance Lead Volunteer Position

### DESCRIPTION

Throughout the year (particularly kitten season) we receive a good amount of photos and videos from fosters. It's imperative that these materials are uploaded to each cat's profile page on the APA! website. In this position, volunteers monitor an email account for photos and video, and upload them to our site, editing as needed. Responsibilities also include managing one online form.

The basic function is to ensure that all cats and kittens at Austin Pets Alive! have eye-catching, attractive photos online which increases adoption success.

### WORKING RELATIONSHIPS

This position reports to the Cat Marketing Manager.

This position will work with cattery counselors and staff and other Cat Marketing Team volunteers.

### DUTIES AND RESPONSIBILITIES

- Use assigned spreadsheets to track and report which cats are in need of photos.
- Edit photos for publishing, as able.
- Upload photos to appropriate location.
- Work with the Cat Marketing Manager for special marketing or promotional photography needs.

### REQUIRED QUALIFICATIONS

- Internet access, able to respond to email and communicate online
- Appropriate photo editing software
- Amateur or better photo editing skills
- Reliability is a must in this vital team Lead position
- Basic understanding of online file storage systems

### EXPECTATIONS

- Must embody APA!'s core values of innovation, respect, drive, resourcefulness, and inclusion
- Commitment to APA!'s customer experience expectations
- Willing and committed to working well with volunteers and staff in all roles
- All volunteers are expected to uphold by APA!'s Core Values when present on grounds and representing APA! publicly.

### TIME COMMITMENT

30 min - 1 hour per day, depending on the amount of submissions received that day. We ask each Lead to choose 2-3 days of the week to be responsible for in this position.

*Please note, all volunteer positions are unpaid and do not qualify for employee benefits.*