

## **SCHOOL PORTRAIT FIELD ASSISTANT**

### **THE POSITION:**

Creating an exceptional customer experience during school picture days. Whether greeting students at check-in, working with school officials, or even helping dress students in their Cap and Gown, this role provides an integral service on behalf of the Victor O'Neill Studios(VOS) Photography team. You will act as Field Assistant to the photographers while also remaining a representative of the company and creating a wonderful experience for our students.

Comprehensive training will be provided by VOS. The hourly rate is \$16-18/hour, based on experience. Assistants can expect to work approximately 20-40 hours per week with the potential for overtime. This is a seasonal job, with work lasting approximately through November. This position will involve working before and during school hours. Shifts can start as early as 6AM. Sometimes photo sessions start after school and those shifts can start mid-afternoon to evening. You must be willing to work early mornings as this is when most of our shoots occur.

The VOS business office is in Chantilly, VA, but work will be in the field at schools throughout the DMV area. Travel over 60 miles round trip will be reimbursed at the federal mileage rate.

### **PRIMARY PORTRAIT DAY RESPONSIBILITIES:**

- Maintain a positive, friendly, energetic attitude at all portrait sessions
- Prompt arrival at job sites (always being on time)
- Check-in customers for their portrait experience
- Ensure a smooth workflow between various photography stations
- Keep customers relaxed and ready to take their photos
- Identify and resolve any customer issues
- Relay messages between team members, as required
- Attention to detail when entering customer information into a database
- Help wherever needed if backlogs occur throughout the process
- Adhere to all company policies and directives

## MINIMUM REQUIREMENTS:

- **MUST BE AVAILABLE THROUGH NOVEMBER**
- Prior experience in customer service or a background in hospitality/tourism
- Strong interpersonal and team skills
- Familiarity with computers, office work and basic data entry
- Comfortable working around school age kids (prior experience preferred, but not mandatory)
- Reliable transportation/driver's license (Uber-type transportation not acceptable)
- Must pass a background check
- Willingness to travel to schools (travel over 60 miles round trip will be reimbursed at the federal mileage rate)

## THE COMPANY:

Victor O'Neill Studios is a family-owned business that, for over 45 years, has served the school portrait industry throughout the DC metro area (VA, MD, and DC), constantly providing high-quality photography to all its customers. With over 80 personnel, VOS is dedicated to growing its workforce to match its expansion in the industry. The company prides itself on taking care of its family of employees and offers a competitive training and advancement program. Some seasonal photographers have been with the company for over 15 years, with most of our seasonal staff returning each year.

**Job Type:** Part-time/Seasonal (some opportunities for additional work in the off-season are possible. We shoot similar seasons each year and upon successful completion of your season, you may be invited to return for the following seasons. Many of our staff have been working with us for years.)

**Salary:** \$16-18/hour

**To apply:** Please submit your information through the link on our website. We look forward to hearing from you!