

# Volunteer Position Description



NTC at Liberty Station  
2750 Historic Decatur Rd. Studio 103  
San Diego, CA 92106

**Position Title:** Media Specialist

**Position Description:** Outside the Lens is seeking media specialist volunteers to feature professional tips, techniques, and insights in various forms of digital media during workshops, classes, and exhibitions. The volunteer will follow the general direction of the volunteer coordinator, but will work independently.

**Benefits:** Volunteers will be able to gain hands-on experience in facilitating workshops and providing resources to underserved communities. Volunteers will also become part of a larger network of professional photographers/videographers and have multiple opportunities to build their connections. Lastly, volunteers will increase their understanding of non-profit organizations. If you are a college student seeking internship credit, arrangements can be made with your school.

## Responsibilities

- Host various workshops incorporating concepts of digital media on an as-needed basis
- Lead workshops, classes, and exhibits engaging youth and community members
- Monitor all necessary equipment for facilitating workshops
- Ensure that all policies and procedures are met

## Qualifications

- Experience in public speaking
- Experience in any form of digital media (photography, videography, graphic design, etc.)
- Experience and willingness to work with people from various backgrounds
- Strong communication skills
- Dependable, adaptable, flexible, and punctual
- Possess strong interpersonal skills
- Reliable mode of transportation
- Open availabilities during weekdays and/or weekends
- Self-motivated and able to work well with little supervision
- Complete a volunteer application and clear a background check
- Able to attend an orientation and complete training specific to volunteer position and location

**Equipment:** Outside the Lens provides all electronic equipment and materials for facilitating workshops.

**Time Commitment:** Flexible depending on volunteer's schedule

**Location:** OTL Media Lab, 2750 Historic Decatur Rd – Barracks 15, Suite 103, San Diego, Ca, 92106  
Location varies depending on assignment

**Contact:** Kristian Castro, Volunteer Coordinator, email [kristian@outsidethelens.org](mailto:kristian@outsidethelens.org)

**How to apply:** Learn more information about our organization at [outsidethelens.org](http://outsidethelens.org). Please submit all completed applications to our volunteer coordinator, Kristian Castro, at [kristian@outsidethelens.org](mailto:kristian@outsidethelens.org). You will be contacted within two weeks upon submission.

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Outside the Lens is a 501 (c)(3) nonprofit organization.