ELIOT INSTITUTE
SLIDE SHOW CREATOR
(Revised January 2017)

SELECTION: Selected by and responsible to the Dean.

QUALIFICATIONS: Has a good command of handling digital images on a computer including uploading/downloading and transferring photos from USB sticks, SD cards, and cameras. In addition, familiarity with software for image management (e.g., sort, rate, select) and minor image editing (e.g., crop, rotate, adjust exposure, resize), such as Lightroom, Apple Aperture, or Photos plus slide show creation, such as Movie Maker, iPhoto, PowerPoint or Keynote.

GENERAL RESPONSIBILITIES: The goal of the daily slide show is to provide a time of bonding between and appreciation for fellow campers. It is a kind of group meditation on a visual presentation of the camp and its inhabitants. It has a strong emotional appeal and seems to motivate people to transition from breakfast to ingathering in a timely fashion. And it should provide the usual care for artistic quality, timeliness, reliability, and fairness that all Eliot campers possess.

SPECIFIC RESPONSIBILITIES: [See Timeline}

SLIDE SHOW CREATOR
TIMELINE

BEFORE CAMP
____   Register for camp. Sign contract and Code of Ethics; return to Registrar.

____   Regularly check the website job description for a new Revised date.
         See www.eliotinstittue.org —> Volunteers —> Camp Jobs

____   Items to bring:
         ____   camera
         ____   a computer with appropriate software for selecting photos and creating slide show
         ____   a card reader for camera memory cards of various types.

____   Establish a routine for collecting images from other campers.

ARRIVAL DAY
____   Attend Staff meeting.

____   Meet with the AV Coordinator to ensure that the file format is compatible with equipment and that it plays smoothly.

DURING CAMP
____   Prepare a slide show of the previous day's photos.
  •   The slide show should be 5-8 minutes in length (50 to 100 images).
  •   It should present photos of individuals, groups, activities, and environment.
  •   It must be ready by 10 minutes prior to the time of showing (it usually shows at 8:50 am).
  •   Some care should be taken to ensure that each person in camp appears at least once during the week and that no individual appears much more often than others.

____   Coordinate with other campers interested in supplying photos for the slide show.

___   Establish a means of collecting images via email and from flash drives and camera memory cards. Exercise editorial judgment in choosing and editing images.

___   Coordinate with the Music Coordinator to ensure music is available for the slide show. Also, let the Music Coordinator and/or the musician know the approximate run-time of the slide show each day before it starts.

AFTER CAMP

___   Within two weeks of the end of camp, submit a report to the camp Deans using the template they provide.

___   Within the first few weeks after camp, post all slide show images in full resolution and post the slide show videos on SmugMug. Also post other images that are of good quality and present campers, staff, and Eliot in a positive light. All images should be tagged with metadata of activities and family names where practical, and at least one photo of each camper should be tagged with their name to provide a photo roster.

___   When the photos have been uploaded, inform the Registrar that they are available and provide access and download instructions for campers.

IDEAS, HINTS AND TIPS

PRESENTATION CADENCE

•   Establish a clear cadence for the first few steps in the presentation to cue the audience as to what to expect. For example:

1.   Starting at the scheduled time, the lights go down, including the ones in the back of the room (this requires someone helping by the front door)
2.   A few seconds later the music starts
3.   A few seconds later the slide how begins

The specific steps are not as important as having them repeated the same way each day.

•   Coordinate with the Music Director, AV Coordinator, musician, and a light-switch volunteer to make sure everyone is on the same page.

MUSIC VOLUME

Check to be sure the music is audible in the back of the room. Consider using a microphone or at least providing some method of letting the musician know to adjust volume.

ENSURE SMOOTH TECHNICAL OPERATIONS

Make an effort to have a dry-run with the AV Coordinator prior to the first slide show to work out kinks in the technical details.   Perhaps arrange to meet at 8:20 or 8:30 the first day.

SLIDE ORDER

Possibilities: group by activity; time events occurred the previous day; intersperse group photos with individual imagines. This is probably best left to the discretion of the creator!

[This job description was submitted by Martin Waugh in Summer 2016 after having done to job for many years. The board approved in October 2016 the creation of this job description with input from others who have done this job.]