

Bangalow Garden Club

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| Communications Team Videographer | Effective Date: February 2023 |
| Written by: Adelina Linardon | Version: draft Date: 9 February 2023 |
| <p>The Bangalow Garden Club (BGC) has as a web page https://bangalowgardenclub.com/ as well as a social media presence. The videographer provides video content for these platforms. This position is a part of the Communications team administered by the Communications Co-ordinator.</p> <p>Videographer:</p> <ul style="list-style-type: none">○ Records video of the garden that is visited for the Saturday Open Garden○ Records video at club events○ Emails the video files to the Communications co-Ordinator in a timely manner for inclusion in posts on the website.○ Posts videos to the club's Facebook page.○ Notifies the co-Presidents if they are unable to attend a function so that an alternate videographer can be found.○ May work in conjunction with the photographer to also take photos of functions and make them available to the Communications co-ordinator for inclusion in the monthly newsletter and in posts on the webpage. | |