



## **VOLUNTEER OPPORTUNITY: Photo Archivist**



**LOCATION:** San Luis Obispo Botanical Garden, off Highway 1 in El Chorro Regional Park, between San Luis Obispo and Morro Bay

**NEED:** One volunteer to establish and maintain a digitized photo archive.

**JOB DESCRIPTION:** The Photo Archivist organizes quality images of the Garden and its activities and stores them on a computer in digital format. Flexible hours.

### **DUTIES AND RESPONSIBILITIES:**

- Work with experienced volunteers and staff to establish guidelines for organizing photos on the computer (folders, keywords, metadata, file format) using Adobe Lightroom, current version.
- Work with experienced volunteers and staff to determine images to be included in the archive. Images must be of sufficient quality for printing and enlargement. Images of historical significance may be of lesser quality if irreplaceable.
- Use Lightroom to import images into the Garden computer from CDs, DVDs, camera memory cards, and Emails.
- Use a scanner to import printed images.
- Use Lightroom to perform basic photo adjustments necessary for publication, website, and PowerPoint presentations.
- Use current version of Adobe Photoshop to perform additional adjustments as necessary while preserving the original image.

### **QUALIFICATIONS AND REQUIREMENTS:**

- Familiarity with Mac computer operation.
- Ability to work on a PC as necessary.
- Experience with importing and organizing images using Lightroom.
- Experience processing images using Lightroom.
- Experience processing images using Photoshop.
- Availability to provide weekly time to perform the above duties.

**TRAINING:** The Photo Archivist needs to have a basic knowledge of Lightroom and Photoshop. Assistance in the establishment of guidelines for selecting and organizing photos will be provided by staff and current Garden Photographers. A general orientation to the Garden and its mission also will be provided.

**For more information contact the Director of Volunteers at  
805.541.1400x305 or [volunteer@slobg.org](mailto:volunteer@slobg.org).**