

2024 Zoo Crew Historian Leadership Position Description

General Summary

The Zoo Crew Historian is an unpaid leadership position in support of the overall Zoo Crew Program in which you will be responsible for helping grow Zoo Crew's online presence, document Zoo Crew activities, and share photos/videos through various media outlets. The Zoo Crew Historian will have the opportunity to hone their photography/videography skills by capturing moments and activities from each section of Zoo Crew including Camp Mentor, Naturalist, Conservation and Career Weeks, and Junior Zookeeper.

They will also be building leadership skills as they take an active role on our Leadership Council and provide insight into how we can improve the Zoo Crew program. This position requires a high level of energy and enthusiasm, creativity, flexibility, and the ability to work with groups of all ages in both in and outdoor settings.

Roles and Responsibilities

The Zoo Crew Historian is a leadership position within the Zoo Crew program. Responsibilities may include, but are not limited to:

- Serve as a member of the Leadership Council and participate in meetings and activities to prepare for the summer program.
- Create posts highlighting Zoo Crew on Houston Zoo social media accounts.
- Take photos and short videos of Zoo Crew participating in Camp Mentors, Naturalist, Junior Zookeeper, and in Conservation and Career Weeks and post these regularly on Smugmug.
- If asked by Camp Staff, take photos of campers participating in Camp Zoofari and assist in sharing them to Smugmug.
- Create an End of Session Video that documents all aspects of Zoo Crew. This should include short videos and music associated with Camp Mentor, Naturalist, Conservation and Career Weeks, and Returning Zoo Crew.
- You may be asked to complete different projects based on the activities or events that occur during your session.
- May be asked to act as a fill-in in other Zoo Crew section as needed.
- Will act as a go-to if questions arise for first-year Zoo Crew.

Schedule

Pre-Summer Planning

These meetings are opportunities for the Leadership Council to get to know each other and prepare for the summer.

Mandatory

- **Saturday, March 2, 2024:** 9am-4pm
- **Sunday, April 7, 2024:** 9am-4pm
- **Saturday, May 4, 2024:** 9am-4pm

Summer

The summer schedule is approximate and can change at any time between now and the start of the program. It is only meant to provide applicants with an idea of what to expect going into this position. There will be several small duties that are not included in the following outline. This schedule is consecutive beginning on June 3-July 5 or July 8-August 9.

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- **Daily Tasks:**
 - Check with Teen Programs Supervisor or Specialist to confirm schedule (Conservation and Career Weeks, Camp, Naturalist, etc.)
 - Plan the types of pictures you want to take that day, according to the schedule
 - Come up with Social Media post/caption ideas and get them approved when ready based on schedule created by Teen Programs Supervisor and Marketing staff
 - Upload pictures taken from that day to SmugMug
 - Complete any other tasks that come up throughout the day
- **Weekly Tasks:**
 - Get a portion of the End of Session video completed
 - Upload remaining pictures to SmugMug
 - Be sure to get video footage for End of Session Video

*Please note, that accepted TLC members will be schedule for one 5-week session. If you would like to come in during weeks that are not part of your scheduled session, you are allowed, but you must participate as a Naturalist or Camp Mentor and not as a TLC member unless specifically asked by the current TLC members to assist or if there is a separate project or committee they are working on (i.e. Snake-Saving Campaign Committee). Additionally, to prevent burn out, you will only be allowed to participate in a maximum of 8 weeks during the summer.

Year-Round Zoo Crew

After the summer, Teen Leadership Council will have once monthly mandatory meetings. At these meetings TLC will be debriefing from the summer, planning for future events such as World Lemur Festival, and discussing future Zoo Crew projects.

Fall meeting schedule:

- September 7, 2024: 9am-4pm
- October 5, 2024: 9am-4pm
- November 2, 2024: 9am-4pm
- December 7, 2024: 9am-4pm

In addition to the monthly meetings, TLC will also be required to participate in either a leadership capacity or as a Zoo Crew in the events required for Year-Round Zoo Crew. Minimum requirements are as follows:

Fall (October– January)

- Two shifts of Zoo Boo
- One day of Camp Mentoring or Naturalist

Spring (January- May)

- Three shifts as Naturalist. This can include opportunities such as Naturalist station development, Spotlight on Species events, etc.

Qualifications and Requirements

- Have one year of Zoo Crew completed
- Be in good standing in the Zoo Crew program
- Be 15 years old by May 31, 2024
- Be between the ages of 15 and 17 *through* the end of your summer session

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- Be able and committed to attend 3 mandatory meetings described above of meetings in the Spring
- Be able to commit to **ALL** 5 weeks of one of the Zoo Crew Explorers sessions in the summer.
- Be able to continue through the Year-Round Zoo Crew program. Additional once-monthly meetings beyond the Year-Round Program commitment will be required for the members of the Leadership Council.

Preferred Skills

- Understanding of Instagram and Snapchat social media sites
- Knowledge of photo and video editing software such as iMovie
- Experience in photography and videography

To Apply

Submit application by Saturday, January 27th at 11:59pm. Interviews will occur between February 1-10, 2024. Applicants will be chosen based on their application, interview, and previous evaluations.

Parental/Guardian Agreement

Being part of the Teen Leadership Council is a significant commitment. We want to ensure that all TLC members and their parents/guardians understand and agree to commit to all required meetings/participation dates as outlined above.