

## Internal Competitions Secretary

### Job Description

To enable the club to run regular competitions including Photographer Of The Year, Jack Levett, Landscape of the year and Portrait of the year.

#### Required:

- Prior to competition night:
- Download and receipt all email entries sent to the competition email account
- Attend the club both the week before and the week of all competitions (or arrange a substitute)
- Download USB sticks with entries
- Ensure all entries are named correctly in a folder on the club laptop
- Import all entries into Lightroom, randomise the entries ready for displaying on competition night
- Prepare a score sheet on Excel with all the entries titles and authors

#### On competition night:

- Use lightroom to display on dual screen the entries
- Use the pick function to hold back selected photos
- Keep score of points awarded on the paper score sheet
- Keep a note of the judges choice where appropriate
- For print comps, ensure all hand written titles are scored.
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#### After competition:

- Upload results to website

#### Skills required:

- Proficient user of lightroom and Excel
- Basic computer skills for uploading to website (training given)