Volunteer Position Summary

The *Tricolour Guard Reception and Dinner* is a signature, semi-formal Homecoming event, where we celebrate and pay tribute to our Tricolour Guard (TCG), a term we use to honour those alumni marking a milestone of 50 years or greater. This is an ideal opportunity for students to meaningfully engage with alumni in a more formal setting.

The Tricolour Guard Reception Photographer will be responsible for attending the reception portion of the evening, and capturing the event experience through photos, which may be used in future marketing and communications pieces, in the Alumni Review, news stories, and/or on social media. **Previous photography experience and personal SLR camera are required for this role.**

Major Duties & Responsibilities

- **Attend the Tricolour Guard Reception in Grant Hall,** capturing both spontaneous moments and designated photo ops to help us tell the Homecoming story visually. *(Volunteers will be provided with a schedule of requested photo ops at orientation.)* NB: There may be some lulls in activity during the event; these are great times to check lighting levels and look for interesting angles.
- **Answer questions about photos and what they will be used for.**
- **Volunteers will be asked to deliver photos on a USB key to the Volunteer Coordinator in Summerhill (55 Stuart Street) as soon as possible after Homecoming to allow for possible use on social media.**
- **NOTE:** Volunteers who feel they have captured a very special moment are asked to please send directly to Mike Onesi at onesim@queensu.ca during Homecoming weekend for consideration for immediate posting.
- **Please respect individuals’ wishes if they indicate that they do not wish to have their photo taken.**

Skills Required

- Previous photography experience and personal SLR camera required
- Technologically proficient
- Comfortable interacting with elderly people
- Outgoing, friendly personality
- Respectful, patient demeanor
- Adaptability

Skills Acquired

- Networking experience
- Event photography experience
Expectations

- Volunteers are expected to sign in at the TCG Registration desk in Grant Hall before their shift, where they will be provided with any last minute instructions.
- Dress code: Business (no jeans, etc.)
- **NOTE:** Sometimes, external factors (e.g. weather, number of attendees, event logistics, etc.) may necessitate changes to an event or to a volunteer’s on-site duties. Please be prepared to expect the unexpected and to be flexible if necessary!

Time Commitment

Volunteers are expected to arrive on time for your scheduled shift. Shifts are **1.5 hours** in length. *(A reminder with your actual shift time(s) is included in your registration confirmation email).*

Additionally, all volunteers are **required** to attend a **one-hour orientation session** prior to Homecoming weekend.

Staff Contact

Carey Morrison – Alumni Officer, Reunions
**Cell:** 613-331-5343 | **Email:** carey.morrison@queensu.ca

Benefits

- Opportunity to be a part of a Queen's tradition
- Photo credit if photos are selected for editorial context
- Material for résumé or portfolio
- Volunteer jacket bar & travel thermos
- Reference letters available upon request