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## Job Description (Photo Editor)

### Who we are:

In 1999, ECHO Storytelling Agency was founded after our president missed the chance to get her grandmother's life on record. What started as a personal mission to capture the stories of her remaining family members turned into a professional passion for deepening relationships with the people who matter most. Since then, as a result of clients coming back and asking us to do more for them, we have grown beyond our roots of producing personal memoirs and corporate histories to now offering a wide range of story-driven services, including brand story consulting, story-driven content strategy, and storytelling training. Our team members and partners are an elite group of journalists, authors, designers, and filmmakers who craft stories that people remember forever.

We are a values-driven company, firmly grounded in **Positive Energy, Creative Rigour, and Unconventional Caring**. We believe that relationship trumps transaction — with clients and with each other. On any given day there are up to a dozen of us in our peaceful, open-concept studio near Granville Island, though we do work remotely as well. We laugh, eat cake, and do jigsaw puzzles on the regular.

### What we're looking for:

We are seeking a **Photo Editor** to bring their creative eye and attention to detail to our art department, while living our values every day. The successful candidate will work with the creative director to help steer the photographic vision of all our projects, and work closely with our clients (sometimes in their homes or corporate offices) to gather, curate, touch up, and meticulously organize the visuals for their projects, whether from private collections, public archives, or through sourcing the perfect photographer or illustrator for custom work. The position is part creative, part administrative, and part client relations. This is a full-time position that requires someone able to work five days per week from 9 am to 5 pm.

### What you'll do:

- Work with our creative director to evaluate client archives and establish the visual approach for each project
- Work closely with our creative director and design team to take charge of the photo gathering process on site with our clients (North American travel is part of the gig)
- Liaise with clients throughout the process to ensure photos are of high quality



- Hunt for photos online and in person in public archives and stock photo repositories to fill in visual gaps in a client's story, whether book, video, or digital
- Source and manage photographers and illustrators when necessary
- Read each story (some are 50,000+ words) to create a photo wish list for design samples and layouts
  - Understand emerging text and narrative themes
  - Select images and match with attention to designer's and writer's vision
  - Liaise with our writers and editors to align the editorial and design visions of the book and to facilitate photo research
- Prepare images for layout (including scanning, digital inventory management, metadata)
  - Batch convert (high res .tiffs and low res .jpgs)
  - Package and send assets to designer
- Negotiate fees and purchase photo rights from archives or stock photo sources, obtain final, print-ready images, and ensure credits are correct for the book or other mediums
  - To fill in visual gaps, seek out stock imagery, especially progressive representation, in our efforts to recognize and celebrate diversity
  - Track the stock/archive costs against each project photo purchase budget
- Manage inventory
  - Keep image spreadsheet for each project up to date
  - Prepare a "visual assets summary" for each client so they know after their project is done which visual assets they can use again on other platforms, and the expiry of copyright terms
- Capture caption information from each photo
- Take high-quality photos when needed
- Keep all photos for 20+ projects meticulously organized
- Prepare photos for print by touching them up until they look gorgeous
- Organize and package photos to return to clients once projects are complete

### What your friends say about you

- "The coolest art/AV club/photography nerd in our graduating class."
- "Always has the best ideas about how to unstick a project."
- "Killer sense for what makes a striking photo."
- "At ease with everyone, from grandmas to CEOs to grandmas who are also CEOs."
- "No babysitting required - very capable."
- "Most Likely to Help Someone Out of a Jam"
- "Prettiest spreadsheets I've ever seen."



- “Super dependable teammate.”

#### **What we offer:**

- A subsidy toward professional development after a probationary period of 3 months
- Access to a Health Spending Account benefits package after a probationary period of 3 months
- The ability to work from home, if desired, one to two days a week
- The occasional afternoon beer/cider/glass of wine with the team where stories are shared and cheezies are on offer
- Participation in the annual ECHO retreat — a day-long adventure at our president’s beautiful cabin on an island in the Salish Sea
- 15 vacation days (plus stats)
- A flexible workplace that succeeds because of mutual trust between colleagues
- Staff celebrations: having a birthday? We’ll get you a cake. Celebrating a work anniversary? We’ll get you a cake. Retiring? We’ll get you a cake. We like cake
- The chance to work with a creative team of highly talented pursuers of excellence. Our small team means you’ll be exposed to every aspect of our business, giving you the opportunity to learn, grow, and succeed
- The opportunity to work with a wide variety of clients (manufacturing, law, retail, mining, oil and gas, forestry, not-for-profit, education, healthcare, insurance, accounting, hospitality, construction, engineering, real estate ...). Our projects are both corporate and private (ie, personal memoirs), and our clients include ultra-high-net-worth individuals and families

#### **What you need:**

- Two to three years of professional experience with Adobe Creative Suite
- Fluency in Adobe Photoshop and the latest image processing techniques
- Ability to scan imagery for professional print and manage batch conversions
- Experience manipulating and touching up photographs for print
- Adobe Lightroom experience preferred
- University/College degree or diploma preferred
- Knowledge of Microsoft Word
- Knowledge of the print production process and the necessary asset requirements for print
- An eye for what makes a great photograph, beyond fulfilling specific subject matter requests (quality, composition, lighting, focus)
- Photo research experience ideal (ie. researching libraries, municipalities, estates, newspapers, stock photo sites, etc)
- Proficiency with Google Sheets



- Ability to think visually to ensure a consistent and cohesive visual narrative for all projects, while able to manage and organize detailed information
- Ability to organize and prioritize multiple assignments, working well under pressure, and consistently meeting tight deadlines in a fast-paced environment without sacrificing quality
- Effective verbal communication and interpersonal skills, with an ability to work efficiently, both independently and as part of a team that spans all levels of the organization
- Archiving and cataloguing experience an asset
- A passion for storytelling
- Comfortable working and communicating with high-powered executives and ultra-high-net-worth individuals both in the CEO suite (corporate clients) and in their private homes (personal memoir clients)
- Superb organization and attention to detail

Note that this is a full-time position. Our office is based in Vancouver and we offer a hybrid (work from home and in office) model, with the successful candidate willing to be in-studio at least 2 days per week. Note that our studio is on the second floor in a building with no elevator.

Job Type: Full-time

Salary: \$45,000 to \$50,000 a year, plus benefits