



## Norwich Pride Job Description – HEAD OF PHOTOGRAPHY

**About the role:** This is an exciting role for someone with proven experience in event photography and wanting to further develop their skills by helping us document the annual Norwich Pride event.

The Head of Photography will lead a team of around 10-12 photographers who together will capture a true record of the scale of the event, and of our diverse, powerful, and joyful community.

You will then curate the archive for the 2026 event to support future promotions as well create a lasting memory of the day.

This role requires strong technical proficiency in digital photography workflows, including exposure control, colour management, file handling, and consistent application of metadata standards.

Experience directing photographers in fast-moving environments and maintaining visual consistency across multiple shooters is essential.

The Head of Photography is part of the Delivery Team tier of Norwich Pride and will work closely with the Head of Entertainments and the Head of Communications in the lead up to the event.

**Time Commitment:** The average time commitment is likely to be in the region of 2-4 hours a week and with an increase in commitment the closer we get to the main Pride event in July. In addition, there may be a request for you to occasionally attend the Organising Team meeting (OT) who meet once a month for around 2 hours, usually on the Teams platform.

After the event the workload will increase as you receive and review the work of your colleagues and create a suitable 2026 digital archive for future press releases, internal comms and promotional events the following year. This includes using a consistent file-naming convention, ingest workflow, and backup strategy to ensure long-term preservation of assets.

### **Requirements:**

- Excellent communication, timekeeping and networking skills
- Creative thinker with proven photography skills, including strong technical control of exposure, composition, and event-based storytelling.
- Experience with DSLR/mirrorless systems, a range of lenses, and on-camera/off-camera lighting.
- Ability to assess and adapt to changing lighting conditions throughout the event.
- Familiarity with digital asset management (DAM) tools such as Lightroom, Camera Raw, or equivalent.

- Able to demonstrate understanding of consent, privacy, and ethical photography practices in sensitive community settings.
- Able to use a consistent file-naming convention, ingest workflow, and backup strategy to ensure long-term preservation of assets.
- Ability to support and inspire volunteers
- Is resilient and can work well under pressure
- Ability to work well in a team and delegate or request help when necessary
- Commitment to working for LGBTQIA+ equality

### **Responsibilities:**

- To ultimately deliver a digital album of diverse representation of our community, sponsors, representatives, performers, stallholders and volunteers that shows Norwich Pride 2026 off to its absolute best. Ensuring the final collection meets professional standards of sharpness, colour accuracy, and narrative cohesion.
- In the run up to Pride visit the city centre, march route and local businesses to conduct location scouting and risk assessments - evaluating lighting, crowd flow, and access limitations. Aim to secure the best vantage points possible for the march, making sure we have all points covered and captured.
- Produce a detailed shot list and coverage plan to ensure all key moments and stakeholders are captured. Assign photographers based on lens focal lengths, shooting styles, and technical strengths to ensure comprehensive coverage and that support photographers' individual abilities/disabilities making sure they are able to showcase their talent. The shot list to cover all aspects of the full day of Norwich Pride 2026 from Chapelfield to the Theatre Street, the Forum to City Hall and all areas across the march.
- Provide real-time direction on the day, including repositioning photographers to fill coverage gaps.
- Help train the volunteer photographers at our Norwich Pride training day on Saturday 13th June. Following up with a training opportunity via zoom ahead of the big day. *Training may include camera settings for fast-paced events, colour profile consistency, file-handling expectations, and accessibility-aware shooting practices.*
- Review the existing agreements, procedures and documents related to co-ordinating the Photography Team and amend as necessary. Update documentation to include technical standards, delivery deadlines, and image usage rights.
- Keep in regular contact with the Photography Team before, during and after the event to provide ongoing advice and support.

- Undertake post-production work following the event, editing and reviewing work coming in from the photographers. Ensure all images include correct IPTC metadata (captions, keywords, photographer credit, event details).
- Compile all images into a gallery for NP to download to their archives. Curating a final selection that balances documentary accuracy with visual impact.
- Where possible, to capture NP events around the year. We will allow as much notice as possible.

### **Line Management and Support Statement**

- You'll be part of the Delivery Team and be line-managed, supported and guided by the Head of Fundraising and the Chair of Norwich Pride.
- You will work alongside colleagues on the Organising and Delivery Team and sometimes with Trustees.
- The successful applicant will be supported with an induction process with a probationary period of 3 months which will end with a review of suitability and progress made.

**NB:** All those interested in volunteering and working with Norwich Pride must agree and advocate the Core Values of Norwich Pride, which can be found on our application form.

Norwich Pride is a Charitable Incorporated Organisation (number 1184491). All our activity complies with our charitable objectives, best practice and Charity Commission guidance. This includes our own policies and protocols of the organisation.