

Civilian Marksmanship Program
Position Description

Position Title:	Seasonal Journalist
Division:	CMP Communications, CMP North
Fair Labor Standards Act Status:	Non-exempt, temporary position
Prepared Date:	30 March 2023
Approved By:	Mark Johnson, DCM
Employment Length:	June - August 2023
Employment Status:	Full or Part-Time, seasonal paid position

Position Summary: Responsible for reporting, writing, and editing news reports and stories and taking photographs for print and electronic media, particularly CMP's Internet-based magazine, *The First Shot*. May also record video clips of our events and interviews from competitors.

Employment Location: **Camp Perry, Ohio (near Port Clinton)**. Employee must provide his/her own transportation to/for Camp Perry and housing. All job-related travel will be performed in CMP vehicles or will be reimbursed.

Position Dimensions: Specific program assignments are determined by the Communications Manager and are subject to change. Current program assignments for this position are:

- Providing written and photographic coverage of CMP Events held at Camp Perry including Summer Camps, Air Gun Championships and the National Rifle and Pistol Matches.
- Editing articles submitted to the CMP for publication or on-line magazine posting.
- Developing story ideas, researching, interviewing and writing feature articles, especially about CMP sponsored youth training and competition events.
- Photographing matches, winners and events at Camp Perry.
- Help with social media posting and writing content.
- Record video clips of our events and interviews with participants.
- Other duties and special projects may be assigned.

Relationships:

Program Supervision: CMP Communications Manager will supervise and provide direct.

Job Related Contacts: All levels of employees within the CMP, youth sports leaders, National Matches staff, Military personnel, competition officials and participants, instructors and coaches.

Qualifications:

Education/Experience: Must be a student majoring or minoring in journalism.

Skills/Training: Excellent communication and writing skills required. Ability to communicate with CMP constituents effectively and professionally is essential. Applicants must have excellent computer skills, including the ability to use word processing, communications and photo-editing software. Must have a working knowledge of digital photography. Video training a plus. Training will be provided at the beginning to familiarize the employee with the proper nomenclature and etiquette for reporting marksmanship sports events.

Physical Requirements: Must be able to work outside for extended periods of time while providing coverage of the CMP events which run from June - August (hours may vary during the National Matches).

Hourly Pay Rate: Pay based on experience.

Application Process: Submit resume, three writing samples with images, to CMP HR Manager, Shannon Hand at shand@thecmp.org or by mail at P.O. Box 576, Port Clinton, OH 43452, or call 419-635-2141 ext. 701 for more information. Visit the Civilian Marksmanship Program website at www.TheCMP.org. **Applications accepted until the position is filled.**