



JOB DESCRIPTIONS / DESCRIPTIONS D'EMPLOI

# JOB SEARCH

# RECHERCHE D'EMPLOI

SECONDARY /  
NIVEAU SECONDAIRE

## Assistant Photographer

Our busy studio is seeking youth with an interest in working as a photographer to assist our freelance photographers during the summer wedding season.

The position will be responsible for answering phones, responding to emails, liaising with clients, setting up lights for shoots (including meter and color temperature readings), downloading and filing digital photos, assisting with preliminary editing of photos; as well as maintaining stock levels and other general tasks. The successful candidate will be working as part of a team, and is expected to assist other staff where needed. Initial training and safety orientation will be provided.

We require the following:

- **Team Contributor:** you work well with others to achieve the desired outcomes.
- **Customer Focus:** you aim to provide an extraordinary experience to our clients.
- **Positive Attitude:** you have an upbeat attitude, and a cheerful demeanour.
- **Communication:** you listen well and express yourself clearly.
- **Self-motivated:** you take initiative to be proactive and work independently with limited direction.
- **Other:** Ability to be organized and stay calm in a busy environment and to maintain confidentiality of client information is required.

Related practical experience is an asset, but not a requirement.

Full or part-time hours are available from late June to late August. With good performance, there may be opportunity for continued or repeat employment.

Please email your résumé and cover letter in **one PDF file** by 4:00pm on Friday, May 19, 2017 to:

Ms. Lynn Hogan Gillespie  
Manager, Photo Studio Inc.  
PO Box 123  
Winnipeg, MB R3B 1B9  
[JobSearchNTC@gmail.com](mailto:JobSearchNTC@gmail.com)

## Landscape/Groundskeeper Assistant

Our landscape company is seeking youth with an interest in full-time summer employment as a landscape/groundskeeper assistant to help fulfill our contract of work for a chain of public golf courses.

The landscape/groundskeeper assistant will be responsible for assisting the landscape architect with maintaining the grounds of three golf courses. The position will be working as part of a team to mow/edge greens and fairways, rake bunkers, prune trees and shrubs, as well as maintain and help design flowerbeds and water features. The successful candidate(s) will also be responsible for maintaining records and coordinating with the course superintendent for any unplanned work. Initial training and safety orientation will be provided.

We require the following:

- **Team Contributor:** you work well with others to achieve the desired outcomes.
- **Customer Focus:** you aim to provide an extraordinary experience to our clients.
- **Positive Attitude:** you have an upbeat attitude, and a cheerful demeanour.
- **Communication:** you listen well and express yourself clearly.
- **Self-motivated:** you take initiative to be proactive and work independently with limited direction.
- **Other:** Ability to work outdoors in all types of weather is required. Must be reliable and dependable.

Related practical experience is an asset, but not a requirement.

Full or part-time hours are available from late June to late August. With good performance, there may be opportunity for continued or repeat employment.

Please email your résumé and cover letter in **one PDF file** by 4:00pm on Friday, May 19, 2017 to:

Ms. Lynn Hogan Gillespie  
Manager, Landscaping Artists Inc.  
PO Box 123  
Winnipeg, MB R3B 1B9  
[JobSearchNTC@gmail.com](mailto:JobSearchNTC@gmail.com)