



## Contractor Role

### About the shutterb role

As a shutterb you are a contractor working as a smartphone content creator for events through the shutterb platform.

### Overview of the role

- Available through the shutterb platform to be booked to capture events from your smartphone.
- Attend events to capture images and short videos for event hosts and guests.
- Curate captured content and provide lighting editing within your smartphone to upload into an event gallery the same day as the event.

### Primary Tasks

- **Schedule:** Set your schedule based on how much you want to make yourself available to capture events, including blackout dates you are not available. There should at minimum be one day a week you are making yourself available.
- **Travel:** As part of your profile set-up it is up to you to indicate how far you are willing to travel to events based on your home address.
- **Portfolio Page:** Keep an up-to-date portfolio page that includes the following:
  - **Profile Image:** Clearly shows your face so that event hosts are able to identify you when you arrive at their events.
  - **Profile Bio:** A brief description about who you are, and why someone would want to hire you to capture their events from your smartphone.
  - **Portfolio Images:** Minimum 3 portfolio images that demonstrate your skills capturing events. Images must be taken from a smartphone camera.
  - **Device Type:** Indicate which smartphone device you are using to capture events. Our ask is that your smartphone is no older than the last 2 models to ensure you are offering event hosts the most up-to-date smartphone camera technology.
  - **Languages Spoken:** If you speak additional languages you can indicate to be included in your portfolio page.
  - **Additional Equipment:** This is optional, however if you have any smartphone camera accessories or equipment that you think will elevate your offering to event hosts feel free to add it here!

- **Bookings:** Once an event host books you, you will receive an email asking you to accept the gig. It is your responsibility to accept it within 24 hours of receiving your email.
- **Pre-Production:** Day prior to your gig make sure to review the shutterb provided shot list that will be within the gig under 'My Events' on the shutterb platform.
- **Check-In:** Goal is to arrive at your event 15 minutes early. When you arrive at the event you need to check-in for the gig under 'My Events' on the shutterb platform.
- **Greet Host:** Upon arriving at the venue, talk to the event host to have them point out any key details including main guests, schedule of events, and any other expectations.
- **Capture:** During the event capture ample images and short video based on the provided shot list and any other notes the event host has provided during the full time you are booked for. The goal is to capture enough that will result in curating 75 - 100 pieces of content per hour.
- **Recap Reels:** If you see there is a reel as part of your event booking it is your responsibility to get ample short video clips for our editors that cover the key moments and guests from the event. We have a team of shutterb editors who are responsible for editing reels. If you have the skills and are interested in being an editor please let us know!
- **Post-Production:** After you have completed the hours you are booked for, curate the best images and short video captured. Do a pass for any required editing that can be achieved simply through your smartphone camera or apps. For your video clips clean them up to remove any unwanted footage from the beginning/end prior to uploading into the event gallery.
- **Check-Out:** Once curation and light editing is complete upload into the event gallery and then check-out of the event within 'My Events' on the shutterb platform. You should also go to say goodbye to your event host prior to leaving and confirm when they can expect the event gallery.

## Expectations

- When on a job you are a representative of shutterb, and should act accordingly and professionally.
- **Schedule:** You are required to be available at minimum for 1 x 3 hour block of time weekly to capture events. You are accountable to your schedule being up-to-date. If your availability changes you are responsible for updating the schedule within your profile so that when event hosts are looking to book events they are seeing accurate search results of available shutterbz.
- **Portfolio Page:** This should be a living breathing page that you should constantly be updating as you evolve as a shutterb. Make sure to keep adding more content as your skills as a shutterb evolves. If you get a new smartphone or equipment it is up to you to update your profile to reflect it.

- **Bookings:**
  - **Accepting Jobs:** The expectation is that you should be accepting all jobs within 24 hours of receiving an email request. After accepting a gig, you should block it in your personal calendar along with booking travel time to and from the event. Travel time should be estimated using a GPS system based on the time of the event so you can accurately predict how long it will take to get to the job.
  - **Rejecting Jobs:** You shouldn't be rejecting jobs as you will only be booked based on the availability and distance willing to travel that you've set. If for whatever reason you have to reject the job please do so on the platform under 'Event Requests', and email [info@shutterb.co](mailto:info@shutterb.co) immediately to tell us the job was rejected and let us know why. If we feel that this is becoming a recurring issue we will assess and this could result in you being removed from the shutterb platform.
  - **Cancelling Jobs:** If you get sick or an emergency arises and you need to cancel a job you need to email [info@shutterb.co](mailto:info@shutterb.co) immediately. If we feel that this is becoming a recurring issue we will assess and this could result in you being removed from the shutterb platform.
- **Gallery Upload:** It is expected that you upload all of your curated and lightly edited content into the event gallery as close to completion of the event. If you don't have another event the goal is to upload prior to leaving the event, and if you have to get to another event, prioritize getting there first and let the host know when they can expect their gallery that day prior to leaving the job. All content must be deleted from your smartphone after it has been successfully uploaded to the event gallery.
- **Behaviour:** When on a job we want you to have fun, and bring your personality so that the guests will feel comfortable around you and your smartphone camera. However you must never:
  - Be intoxicated on the job.
  - Make any guest feel uncomfortable meaning sexual harassment, confrontational or aggressiveness behaviour, avoid politically fueled conversations, etc.
- **Attire:** You must always be wearing your shutterb shirt when capturing an event, and aim to keep the shutterb logo visible. Based on the type of event please use your best discretion on what you wear it with ie. if it's a more formal event wear dress pants, if it is a more casual event jeans or casual pants.
- **Ratings & Reviews:** The expectation is that when you are a shutterb you are never falling under 5 stars in our ratings and reviews. If you get a negative review or are receiving 4 stars or less stars we will assess and if required be in touch with you to discuss next steps.

- **Training:** We will always aim to provide you with as much training and coaching as possible so that you will be set-up to succeed. When we deploy any updated training modules to our online portal 'shutterb labs' we will be clear on when completion is required and the expectation is that you complete all training by the deadline set.
- **Community:** As part of shutterb we are aiming to grow a community, and hope that you'll choose to get involved! Here are the ways we will be offering engagement with us on an ongoing basis:
  - **WhatsApp Group:** We will be creating a WhatsApp group that all of our shutterbz will be added to. Within this group we will communicate any updates, post jobs to fill in if there is a last minute cancellation from another shutterb, and also welcome any discussion or questions you may have that can be fielded in the group.
  - **Weekly Live Support Call:** We will be scheduling a weekly Google Hang that is optional in attendance, however these calls will be for your benefit to discuss any questions, feedback, or concerns live with the shutterb founders. We encourage you to join these calls as a way to continue to strengthen yourself and the platform so that we can all constantly be evolving together.
  - **shutterb Labs Facebook Group:** This Facebook Group is public to anyone interested in turning their smartphone camera skills into their own business. As a shutterb we ask that you join this group to benefit from our ongoing coaching and community development. We will also from time-to-time give our shutterbz the opportunity to participate in coaching content such as being a guest in our weekly live streams, coming to in-person events, and engaging with conversations that organically spark within the group.

### **Qualifications & Characteristics**

- You are great at capturing pictures and short videos from your smartphone.
- You demonstrate an entrepreneurial spirit and are energized by the idea that you can make money doing something you love!
- You are able to work independently.
- You bring a positive attitude and vibe to every event so that your host and guest feel very comfortable, and are happy to leave a positive review.
- You show accountability to your job and deliver quality content every single time.
- You are a responsible communicator with the shutterb founders, and are responsive within 24 hours of receiving any communication that requires action.
- All shutterbz must pass a criminal background check.

## **Details: (Hours + Pay)**

**Hourly Rate:** As a shutterb you will be hired as a contractor. You will be paid \$37.50/hr + gratuity. Upon checking out of your event through the shutterb platform you will receive payment automatically through your Stripe connected account, which you will have set-up as part of your profile.

**Gratuity:** If you receive gratuity from an event the payment will automatically be paid to you through your Stripe connected account within 24 hours of the payment being processed through our platform.

**Referral Bonus:** If you bring a Client to book you through the shutterb platform you will get paid an additional \$6.25/hr for that job. When you have a Client you're referring to shutterb send an email to [info@shutterb.co](mailto:info@shutterb.co) with the Event Host Name and Event Date. For all referral jobs you will be paid your base \$37.50/hr upon checking out on the shutterb platform through your Stripe connected account, and for the referral bonus you will need to invoice us for the additional \$6.25/hr directly. Invoices should be sent within 2 weeks of the event, and we will pay within 30 days of receipt. [Here](#) is an invoice template you can leverage. Please ensure to create a copy if you choose to use it.

**Recap Reels:** We have a team of shutterb editors who are responsible for editing reels. If you see there is a reel as part of your event booking it is your responsibility to get ample short video clips for our editors that cover the key moments and guests from the event. After the event we ask that you curate your best clips, and edit them to remove any unwanted footage from the beginning/end of the clip prior to uploading into the event gallery. If you have video editing capabilities you can be considered to edit your own event reels, and if approved you will be paid \$56.25 per reel edit.

**Travel:** You will not be paid for travel to and from jobs. This is why it is important that you set the distance you're willing to travel from your home address within a radius you are comfortable committing your commute time to.

Compensation is subject to change as outlined in your shutterb contractor agreement. We will inform you in advance of any changes.