

Doc Wenzel's Old Time Portraits

Job Description

Doc Wenzel's Old Time Portraits is a themed, high volume portrait studio. We use the latest digital photographic technology to produce lasting memories for our customers. We have an extensive selection of costumes to fit all sizes and ages.

Be aware of this right up front, as with any business that is tourist driven, this business can experience extremes, both extremely busy and extremely slow. During a busy day we can have as many as 30 different sittings (not individuals but possibly big groups of people)(that works out to be three customer sittings per hour for 11 hours straight, that means no time to relax except for your lunch break) and during a slow day we may never have a customer walk through the door. If you cannot handle both of these extremes then this is not the right position for you.

Applicant must have the following traits:

- Great with people, including children, has great interpersonal skills, able to communicate and relate to a wide variety of people
- Honest
- Courteous
- Responsible
- Patient
- Mature
- Friendly and fun personality
- Good problem solving skills
- The ability to work in a fast paced environment, able to handle pressure and respond in a quick and responsible manner

Duties:

- Serve the Customer
 - o Give the customer the best experience of their entire trip!
 - o Greet customers in a friendly manner and answer any questions they may have, begin to build relationship with customer.
 - o Assist customer in deciding which costuming they would like.
 - o Choose appropriate costuming, sizes, styles, etc. for customers.
 - o Assist them in getting dressed in costumes, including accessorizing.

- o Pose them for their portrait.
- o Shoot the images making sure they are ones the customer might decide to purchase.
- o Display images to customers on the computer.
- o Assist customer in choosing which images they would like, offer suggestions when asked.
- o Print the images.
- o Offer matte or frame options for their portrait. Build and present when requested.
- o Enter customer order into cash register.
- o Collect money from customer.
- o Thank the customer for their business!

Other duties include:

- Studio clean up
 - o Returning costumes to the correct places.
 - o Folding clothes and picking up the dressing rooms.
 - o Picking up props and other accessories
 - o Dusting the bar, display shelves and counter.
 - o Etc.
- Cash register opening and closing.
- Trouble shooting. If something goes "wrong", fix it so we can get back to business.

If you think you fit this description and would like the opportunity to interview for a position at Doc Wenzel's Old Time Portraits please ask for an application.

Doc Wenzel's Old Time Portraits

Application for Employment

Name _____ Date of Birth _____

Social Security # _____

Present Address _____ City _____ State _____ ZIP _____

Permanent Address _____ City _____ State _____ ZIP _____

Phone # (home) _____ (cell) _____ e-mail _____

Type of work you're looking for?

Part-time/Full-time/Temp _____ Salary/Hourly rate Desired \$ _____

How were you referred? _____

Date available _____ Willing to work weekends _____

What days and hours are you available to work? _____

Are you at least 18 years old? _____

(If you are under 18, hire is subject to verification that you are of minimum legal age.)

Are you a US Citizen? Yes/No Do you have a permit to work in the US? Yes/No

Why are you applying for work at Doc Wenzel's? _____

What jobs do you like best and why? _____

What experience do you expect to gain by working at Doc Wenzel's? _____

If hired, do you have any limitation on your ability to perform the duties for which you are hired? _____

If yes, describe those conditions: _____

Have you ever been convicted of a felony? Yes/No If yes, please specify. A conviction will not result in automatic disqualification from employment. _____

Education:

High School (name) _____ Years completed _____ Diploma/Degree Yes/No
Junior College _____ Years completed _____ Diploma/Degree Yes/No
College/University _____ Years completed _____ Diploma/Degree Yes/No
Additional schooling _____

Specific Skills and Interests:

Do you have photographic experience? Yes/No If Yes, please explain _____

Do you own a camera? Yes/No If Yes, (which type) Digital/Film

Do you have any interest in a career in photography? Yes/No If Yes, please explain _____

Do you have computer experience? Yes/No If Yes, please explain _____

Do you own a computer? Yes/No

Do you have Photoshop experience? Yes/No If Yes, please explain _____

Do you have retail sales experience? Yes/No If Yes, please explain _____

Do you have cash register experience? Yes/No If Yes, please explain _____

Do you speak any foreign languages? Yes/No If Yes, please list _____

Have you ever worked in a small business before? Yes/No If Yes, please explain _____

Does your family own their own business? Yes/No

Have you ever managed people? Yes/No

Would you consider a management position? Yes/No

Do you consider yourself an Entrepreneur? Yes/No

Would you like to own your own business someday? Yes/No If Yes, please explain _____

What are your hobbies? _____

Other skills you would like me to know about. (Please list) _____

Employment Situation Questions:

Do you agree with the statement, "The customer is always 'right'"? Yes/No Please explain

What is the most difficult situation you have experienced with a customer? _____

How did you handle the situation? _____

What is more important to you? Quality/Speed Please explain _____

How would you define professionalism? _____

Describe a situation where you have witnessed unprofessional behavior in your past experiences.

If you were the manager/boss, how would you have dealt with the situation? _____

Assume we sell photos. They cost us \$12.00 and we sell them for \$20.00. The employees are paid every other week. Assume the total payroll per week is \$380. We also pay the window washer \$3.50 per window, per week, we have two windows. How many photos must we sell per pay period to break even? _____

Why should Doc Wenzel's Old Time Portraits hire you over another applicant? _____

Employment Experience:

Name of Employer _____ Location _____
Title _____ Full-time/Part-time/Temp _____
Dates Employed _____ Salary/Hourly rate _____
Reason for leaving position _____

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"I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information or material omission is ground for dismissal. I authorize all of the individuals whom I have listed on this application to give any and all information regarding my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing to you.

If I am employed by Doc Wenzel's Old Time Portraits in consideration for my employment, I agree to conform to the rules and regulations of the Company then in effect and as the Company thereafter may change them from time to time. I understand and agree that unless otherwise provide for under the terms of a collective bargaining agreement or other specific written employment agreement signed by an authorized executive of the Company, my employment, if I am hired, will be "at-will". This means that either the Company or I may terminate our employment relationship at any time, for any reason, with or without cause."

Signature _____ Date _____