Job Title: Photographer  
Grade: K  
Department: Marketing Services  
FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
Schedules, coordinates and provides photographic services for institutional needs.

Characteristic Duties and Responsibilities:
1. Coordinates photographic assignments and production activities. Serves as a principle source of information on photographic equipment and techniques.
2. Executes a large variety of photography assignments including location, studio, architecture, portrait and event.
3. Plans the composition of the photographs. Analyzes subject material, uses artistic judgment, selects appropriate equipment, lighting, angle and background. Processes, adjusts and retouches digital files for optimum results.
4. Refines existing and develops new photographic techniques and procedures.
5. Plans and schedules photographic and related services.
6. Prepares photographic materials used in exhibits, publications, presentations, websites, etc.
7. Maintains quality control throughout production of assigned projects.
8. Participates in strategic and creative concept development for various collaterals.
10. Maintains the College’s photographic archives both digital and analog; meta tagging and documenting all College related images for future searches.
11. Coordinates photographic assignments with work study and co-op.
12. Performs other duties as assigned.

Reporting Relations:
Direction Received: Reports to Director, Creative and Art Services
Direction Given: Not responsible for directing or providing functional guidance to other staff

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. September 2013
Job Description

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Minimum Requirements:

Bachelor’s Degree from a regionally accredited institution in Photography, Graphic Arts or related field, and 2 years of experience in photography.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of photographic technology, equipment and techniques including editing and archiving
Competency in applying theories and techniques
Knowledge of production process for publishing and printing
Familiarity with Photoshop and ability to work with digital image files
Ability to interact and provide information to individuals or groups with diverse background
Creativity
High level of customer service skills

Working Conditions:

Typical studio environment; travel between buildings on campus, to other campuses and off-campus locations; frequently carrying objects up to 20 lbs. and lifting objects up to 25 lbs.; frequently climbing steps or raised platforms; infrequently kneeling or stooping for short periods; exposure to variation in temperatures from being outdoors about 20% of time; stand for long periods of time, up to 2 hours; exposure to fumes, odors and chemical hazards; some evening and weekend work hours

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