



Position Title:	Staff Photographer		
Reports To:	Art Director		
Department:	Division of College Communications	Job Code:	0710
Prepared By/Date:	Carol Flynn/01-30-2006	Job Group:	PENC
Approved By/Date:	Juan Mendieta/01-30-2006	Salary Grade:	13
Revised:	Jennifer C. Brito/05-12-2009	FLSA Status:	Exempt

Summary:

The Staff Photographer covers all major college events and meetings so that high-quality photographs can be expeditiously produced and used in marketing the college in publications, on the college web site and in the media. The Staff Photographer must employ imagination, originality and creative talent while capturing and editing images.

Essential Duties and Responsibilities:

- Produces photograph duplicated and enlargements as needed.
- Archives all photographs so they may quickly be located, identified, and used in future projects.
- Repairs and maintains equipment.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Extensive knowledge of still and digital photography.
- Extensive knowledge of photography and lighting in a Commercial Studio.
- Extensive knowledge of Adobe Photoshop, Premiere and After Effects.
- Extensive knowledge of photographic principles, practices and techniques.
- Knowledge of copyright regulations.
- Strong organizational and communication skills.
- Skilled in creativity, imagination and originality in photograph composition.
- Ability to meet deadlines while working under pressure.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work with user communities of diverse backgrounds and skill levels.
- Ability to work in a multi-ethnic and multi-cultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree (BA or BS) from an accredited college/university in related field and four (4) years of related experience in public information photographic work.
- Must have specialized training in digital photography and lighting.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name