



Position Title: Part-Time College Photographer

Job Code: 8308

Reports To: Director, Media Relations

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time College Photographer is responsible for photographic service for all functions of the College, including New World School of the Arts, and all outreach centers. This service is used for press releases sent out to publications including newspapers, magazines, news letters and publications for promotions, recruitment, catalogs, foundation, special events, documentation, educational tools, receptions, portraits - of Board of Trustees, Presidents, Deans, Faculty, staff, students and community leaders.

Duties & Responsibilities:

- Receives work orders for photographic needs, film processing, archiving of negatives
- Keeps computerized records of pictures
- Files negatives, and makes proof sheets
- Meets with clients
- Repairs and maintains equipment
- Manipulates images with digital photography cleaning, arranging, placing cut lines, etc, scanning and processing film negatives and emailing photographic images to college staff and to the media
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- One (1) year of college education, three (3) years experience in photographing events and portraits is required.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name