

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE J
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

DISTRICT PHOTOGRAPHER

BASIC FUNCTION

Responsible for photography duties and general operations of the District's photography studio; captures photos for marketing and communications materials; and edits, distributes, and archives images.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing technical duties in support of the District's promotional communication and publication program goals and objectives. Employees at this level exercise judgment and initiative while performing photography duties; employees receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Captures photographs in the studio and the field; shooting assignments vary in range and scope, including, but not limited to, environmental portraiture, architecture and spaces, classroom scenes, athletic events, studio portraiture, conceptual illustrations, student life scenes, and District events; photographs student life on campuses with emphasis on work suited for high-end print and digital collateral materials.
2. Utilizes a variety of tools to import selected photos and to perform advanced photo manipulation and preparation of images for graphics production; performs photo restoration work on damaged or historical images; oversees cataloging of all images for archival purposes, maintains file organization on the District server, and ensures available photo assets are linked to digital asset management software.
3. Schedules photo assignments; coordinates and plans conceptual illustration photo shoots with other District staff; works with technology staff to implement software updates and upgrades to the District server; works with District graphic artists to develop concepts for photo shoots in support of print, web, and multimedia projects.
4. In coordination with supervisor, requests, and schedules outside freelance photographers and internal or external videographers to assist on assignments, as needed; when coordination with videographers is not possible, may capture videos in the field.
5. Cleans, organizes, and maintains photography studio and all equipment.
6. Participates in District-provided in-service training programs.
7. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Digital and news photography, photo editing, advanced studio portraiture, and photo restoration

- techniques.
- 2. Copyright laws.
- 3. Techniques for the use of natural and artificial lighting and other elements which impact image quality.
- 4. Industry digital asset and file cataloging management practices.
- 5. Media and marketing principles as they relate to the use of photographs in meeting promotional and marketing goals and objectives.
- 6. Use and application of standard photographic software.
- 7. Operational characteristics of a diverse range of cameras and equipment.
- 8. Website content management practices for digital materials.

Ability to:

1. Schedule requests for photography and determine techniques necessary to complete assignments.
2. Perform photo editing and restoration.
3. Select and use appropriate equipment and lenses which enhance and capture indoor and outdoor settings.
4. Apply attention to detail when capturing, editing, and restoring photographs.
5. Oversee the cataloging of all images for archival purposes.
6. Collaborate with design staff to conceptualize on-location shoots.
7. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
8. Exercise independent judgment within general policy and procedural guidelines.
9. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
10. Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
11. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
12. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
13. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree with coursework in photography or a related field and three (3) years of professional photography experience; or an equivalent combination of education, training, or experience.

Licenses and Certifications:

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen including color vision; and hearing and speech to communicate in person and over the telephone. Must possess mobility to work in the field; strength, stamina, and mobility to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; frequently operates a motor vehicle and visit various District sites; and vision to inspect and operate photography equipment. Finger dexterity is needed frequently to access, enter, and

retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in a studio environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.