

TITLE: <u>Photographer</u>	SALARY	CLASS
	SCHEDULE: <u>Staff</u>	CODE: <u>SA505</u>
UNION: <u>Staff Association – Local 2071, U.A.W.</u>	SALARY	EEO
	GRADE: <u>11</u>	CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Provide the University community with quality photographic services including camera work, developing and processing of materials. Utilize mastery of specialized processes, techniques and equipment needed to handle all phases involved in the production of photographic materials and services.

ESSENTIAL JOB FUNCTIONS

- Accept photographic assignments from University community. Work with clients to make arrangements for location, lighting, development and special requests and/or techniques. Photograph on location or in studio. Handle last minute modifications to accommodate changes in subject matter quality, location or availability.
- Develop and process film. Work in photo darkroom to chemically develop black and white and color film; make custom slides or prints according to client specification; monitor process to ensure proper timing and techniques are used to attain optimum exposure and photo display.
- Mount slides and photos. Consult with client to determine use and proper display of material. Use film negatives to duplicate photos and slides; enlarge prints upon request; provide professional mounting and finishing of prints.
- Maintain and perform minor repairs on equipment. Make decisions on lens, proper settings, film and techniques to be used to obtain desired results. Ensure proper inventory of film, developing and processing chemicals and mounting materials; alert supervisor when inventory is low.
- Provide functional supervision to a small number (1-3) of part-time support personnel. Assign, monitor and review work activities. Train in appropriate methods and procedures.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

ADDITIONAL COMMENTS

This classification level provides specialized and custom photographic services to the University community. This level necessitates the mastery of photo techniques and the ability to operate complex camera and lab equipment. Incumbents must search for solutions or new applications within an area of learned skills and are allowed to set their own priorities, subject to supervisory approval or review. Incumbents must exercise keen attention to detail and the ability to communicate effectively with all levels of University personnel as well as students. This classification can be found in service-based departments throughout the University and reports to and receives work direction from a professional or management level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Considerable knowledge of photographic shooting and developing techniques.
- College level photography coursework preferred.
- Ability to use and maintain complex photography equipment.
- Reasonable experience as a photo lab technician.
- Typically, incumbents have worked in a photography lab or studio.