

STAFF PHOTOGRAPHER *

Job Description:

Under general supervision of Photo Services Manager, perform a variety of University/ College photographic assignments, including film processing, proofing and printing, digital camera capture, digital archiving, printing, scanning, resulting in the production of effective quality photographs and slides.

Characteristic Duties and Responsibilities:

1. Execute general and special photographic assignments requiring professionalism and technical expertise using film and digital cameras, including candid coverage of campus activities and special events; editorial or illustration photos for publications; architectural photographs; faculty portraits; spot news assignments; passports; and I.D. photos; and/or spot news assignments.
2. Perform scanning services and output digital prints.
3. Be responsible for film negative and/or color transparency processing
4. Proofing and custom printing of black and white or color images for reproduction or exhibition.
5. Perform studio photography of art work and small objects.
6. Working within Photoshop to prepare for production and archiving of digital images.
7. Order and maintain necessary inventory of supplies and equipment.
8. Be responsible for photocopy and scanning production work.
9. Provide advice on photo techniques to faculty, staff and/or students.
10. Maintain necessary photographic files – proof sheets and digital archive.
11. Monitor and prepare photographic chemistry as required.
12. Be available for weekend and evening assignments as required.
13. Perform related duties as assigned.

Minimum Qualifications:

1. Bachelor's degree in field related to Photography and three years of professional experience or Associate's degree in related field and five years of professional experience.
2. Evidence of creative ability and technical skill through portfolio of color and black and white prints and transparencies.
3. Sound knowledge of general techniques and technical processes required in still photography.
4. Competence with all types of camera systems (35 mm, medium format, 4 x 5), enlargers, darkroom equipment and related equipment.
5. Digital imaging skills: use of digital camera, digital processing with Photoshop and related software, digital printing and outputting images for printing, web sites and publication.
6. Must be able to work effectively in collaboration with clients to create motivating photographs.
7. Demonstrate motivated and flexible work ethic in order to function as a fully participating member of the photographic services team.

Additional Desirable Qualifications:

1. Professional experience and/or academic credits in any of the following: commercial art, graphic arts, and general industrial arts. PowerPoint, FileMaker Pro, and/or QuickTime knowledge.

3/15/2005

System Approval

3/15/2005

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 3/7/75 as "Photographer I", revised to Staff Photographer 5/28/86