

Classification Specification: Sr. Photographer

Classification Number: 82212 Pay Grade:
Effective Date: April 14, 2014 Current Exemption Status: Nonexempt

Position Summary

Provides photography and visual services for faculty, staff, and students in an efficient manner. Plays a key role in implementing the visual strategy of internal and external printed pieces and assists with the selection and arrangement of images. Incorporates digital photography utilizing new technologies which allow the department to provide the highest quality and most creative solutions for clients.

Essential/Primary Duties

- Completes daily photo assignments requested by colleges and departments for news, promotional, and marketing purposes.
- Produces images to meet department needs, weekly and quarterly publications, and websites.
- Incorporates digital processes utilizing new technologies to allow the department to better serve outside sources with digital files. Utilizes digital cameras, computers, and related photography software.
- Provides high quality images used in various mediums including publications, websites, displays, media, and communications. Supplies images for constituent groups, external customers, alumni, community, and business partners, as well as photographic coverage of University events.
- Assists in pre-production planning by making calls, emailing or coordinating with staff to schedule photo shoots. Functions as a camera operator and as a still photographer. Assists clients in the selection and arrangement of photos for reprints, publications, displays and presentations to promote University programs.
- Archives and update files in the system.

Experience and Education

Experience

- Six months related experience required

Education

- High school diploma or GED required

Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers and/or tape and disk drives
- Ability to effectively utilize audio visual equipment

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.