Auburn University Job Description

Job Title: Chief Photographer
Job Code: OC18
FLSA status: Exempt

Job Summary
Manages the photographic images, oversees all operations of photo services, and serves as a lead photographer for the University.

Essential Functions

1. Performs all phases of photography from highly complex procedures to basic, routine assignments that require a particular technical and/or customer service expertise.
2. Advises administration in the coordination of university departments pertaining to photographic work.
3. Prioritizes photography service requests.
4. Directs maintenance of university records including negatives and digital files and oversees historical archives.
5. Manages and maintains custody and accountability of all photographic equipment and property records.
6. Prepares and maintains an annual budget and oversees all accounting activities of department.
7. Develops concepts and creates marketing ideas for both media and resale.
8. May direct all aspects of an on or off campus photo shoot.

Supervisory Responsibility
May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Some college; vocational or</td>
<td>Coursework in photography or related field</td>
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<tr>
<td>Associates Degree</td>
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| Experience (yrs.)                       | 4                                    | Experience in the practices of photography    |

Substitutions allowed for Education:
When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of photography techniques to include shoot direction, development processes, and equipment uses.

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA
Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires climbing or balancing, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/3/2012