
Auburn University Job Description

Job Title:	Chief Photographer	Job Family:	No Family
Job Code:	OC18	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Serves as a lead photographer for the University performing artistic, creative, and skilled photographic work to capture and reproduce images in order to ensure the photographic needs of the University are being met. Oversees all operations of photographic services and assists in marketing efforts to promote photographic services for promotional and informational use throughout the University.

Essential Functions

1. Schedules and executes a large variety of photography assignments including location, publication, studio, portrait, and event on a weekly basis. Responsible for the concept development, planning, equipment preparation, shooting, and editing of various photoshoots for the University. Prioritizes photography requests.
2. Provides photographic services for the University including, but not limited to, the President's Office, Special Events, Auburn Magazine, and all University departments. Includes traveling abroad when necessary.
3. Plans photo composition. Analyzes subject matter, exercises artistic judgement, and has professional knowledge of appropriate equipment, lighting, angles, props, and backgrounds to select, adjust, and use for production of high-quality images.
4. Responsible for the appropriate editing to photographs including cropping, color correction, fitting magazine layout, and embedding meta-data.
5. Collaborates proactively with administration and colleagues to ensure consistent output of high-quality photos. Advises administration in the coordination of University departments pertaining to photographic work.
6. Directs maintenance of University records including filing, documenting, and maintaining images and oversees historical archives.
7. Manages and maintains custody and accountability of all photographic equipment and property records.
8. Prepares and maintains an annual budget and oversees all accounting activities of department.
9. Participates in conferences and continual training to stay abreast of recent trends and developments within the field of photography.
10. Supervises Photographic Services staff to include planning, coaching, and recognizing. Responsible for appraising performance and ensuring that the training and development needs of staff are met.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Photography, Graphic Art, Communications, or related field.
Experience (yrs.)	6	Experience in commercial photography and digital asset management.

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. Knowledge in Photoshop preferred. Must be service-oriented.

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, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires and lifting up to 100 pounds.

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

Date: 5/14/2018
