AUBURN
Human Resources

Photographer I

Job Description

JOB INFORMATION

Job Code	OC14A
Job Description Title	Photographer I
Pay Grade	MC06
Range Minimum	$39,740
33rd %	$46,370
Range Midpoint	$49,680
67th %	$52,990
Range Maximum	$59,610
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/6/2018

JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Photography

JOB SUMMARY

Represents, produces, develops, and archives photographic documentation of the University through the creation of consistent, high-quality photographs to enhance Auburn's visual identity according to established standards. Provides photographic and creative support and professional work to University units that promotes the mission of Auburn University for research, instruction, extension, and public services.

RESPONSIBILITIES

- Performs digital photography functions on location and in the studio and uses professional knowledge and artistic judgement to ensure the production of quality pictures of assignments. Provides specialty photography to include pictures for advertisements and publications. Collaborates with faculty, staff, alumni, and other University supporters to plan creative and effective photo documentation for the University.
- Operates and maintains photography and laboratory equipment. Maintains inventory of photographic and laboratory supplies to ensure adequate stock is available. Performs preventative maintenance and minor repairs on photography equipment.
- Identifies and utilizes proper types of software and other materials to produce the highest possible quality work. Edits all image formats and any other media communication piece in concert with web, news, social media, and publications.
- Assists the manager and office staff in completing work orders to meet customer and departmental standards and requirements including distributing images to clients in a timely manner.
- Performs digital work consisting of scanning, cropping, color correction, and retouching.
- Maintains comprehensive library and appropriately archivies digital files sorted by administrative, college, school, pictorial gallery news, and events for historical documentation and future use.
- Assists department management in the oversight of student workers.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Some college; vocational or Associate's Degree	Coursework in photography or related field.	and	2 years of	Professional experience in editorial or commercial photography.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Works under direct supervision and selects from a variety of established procedures to accomplish assigned tasks.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing				X		
Stooping/ Kneeling/ Crouching				X		
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.