AUBURN
Human Resources

# Photographer II
Job Description

## JOB INFORMATION

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|---|---|
| Job Code | OC14B |
| Job Description Title | Photographer II |
| Pay Grade | MC07 |
| Range Minimum | $44,710 |
| 33rd % | $52,160 |
| Range Midpoint | $55,890 |
| 67th % | $59,610 |
| Range Maximum | $67,060 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 4/6/2018 |

## JOB FAMILY AND FUNCTION

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|---|---|
| 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

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| 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 | 4 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

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|---|---|
| Works under limited supervision. Communicates with others to exchange routine information. | |

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| 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 | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| 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.