AUBURN
Human Resources

Chief Photographer
Job Description

JOB INFORMATION

Job Code	OC18
Job Description Title	Chief Photographer
Pay Grade	MC10
Range Minimum	$58,940
33rd %	$72,700
Range Midpoint	$79,570
67th %	$86,450
Range Maximum	$100,200
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/14/2018

JOB FAMILY AND FUNCTION

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

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- Responsible for the appropriate editing to photographs including cropping, color correction, fitting magazine layout, and embedding meta-data.
- 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.
- Directs maintenance of University records including filing, documenting, and maintaining images and oversees historical archives.
- Manages and maintains custody and accountability of all photographic equipment and property records.
- Prepares and maintains an annual budget and oversees all accounting activities of department.
- Participates in conferences and continual training to stay abreast of recent trends and developments within the field of photography.
- 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.

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

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	
Bachelor's Degree	Photography, Graphic Art, Communications, or related field.	and	6 years of	Experience in commercial photography and digital asset management.	

Substitutions Allowed for Education	Yes
Substitution 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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of photography techniques to include shoot direction, development processes, and equipment uses.	
Knowledge in Photoshop preferred.	
Must be service-oriented.	

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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 and distinguish colors.