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## Auburn University Job Description

Job Title: **Coord, Photographic Services**

Job Family: No Family

Job Code: **OA62**

Grade MC07: \$41,600 - \$62,400

FLSA status: Exempt

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### Job Summary

Reporting to the Chief Photographer, the Photographic Services Coordinator works cross-functionally across internal teams and external stakeholders to manage the library of visual digital assets for Advancement and Office of Communications and Marketing. Handles all incoming communications and schedules university-wide photo coverage.

### Essential Functions

1. Responsible for a national, enterprise-level Digital Asset Management (DAM) system to include managing the photo life cycle from creation, through delivery to stakeholders, and archiving.
2. Works collaboratively with internal and external stakeholders to research, assign, and schedule visual coverage for the following areas: marketing and advertising, events, magazines, and portrait photography.
3. Supports internal and external teams with critical and time-sensitive digital asset acquisition requests.
4. Responsible for the ongoing organization and maintenance of the DAM, ensuring that duplicate, non-compliant, and obsolete files are removed in a timely manner.
5. Manages relevant DAM vendors and suppliers. Working to secure print vendors and communicates with customers regarding printing needs.
6. Defines, implements, and manages metadata schemas, taxonomies, and user groups.
7. Develops workflows for asset ingestion, categorization, permissions management, version control, delivery, and expiration to internal and external users.
8. Assists photographers with on-location photography shoots, including graduation, to include carrying gear, set up at events, and communicates and coordinates different photography stations at events.
9. Assists with managing and maintaining organizational and financial systems (invoicing, accounts receivable, account reconciliation) for visual digital assets.
10. Maintains and updates the departmental website.
11. Performs other duties as assigned.

### Supervisory Responsibility

*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>
<b>Education</b>	Four-year college degree	No Specific Discipline.
<b>Experience (yrs.)</b>	2	Experience in digital asset management systems, taxonomies, and metadata structures. Experience with high-volumes of spreadsheet data and incoming appointment requests is desired.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Working knowledge of marketing, photography, videography, business and management practices including accounting principles and procedures. Knowledge of Microsoft Word, Excel, Outlook, and other Office 365 applications. Excellent interpersonal and teamwork skills; excellent written and oral communication skills; well-developed organizational skills; computer and online application skills; strong customer service orientation; ability to assume responsibility, take initiative, and work independently and in teams; Demonstrated ability to build relationships with different groups.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Date: 2/21/2023

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