

### JOB INFORMATION

Job Code	OA62
Job Description Title	Coord, Photographic Services
Pay Grade	MC07
Range Minimum	\$43,190
33rd %	\$50,390
Range Midpoint	\$53,990
67th %	\$57,590
Range Maximum	\$64,790
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/21/2023

### JOB FAMILY AND FUNCTION

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

### 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.

### RESPONSIBILITIES

- 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.
- 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.
- Supports internal and external teams with critical and time-sensitive digital asset acquisition requests.
- Responsible for the ongoing organization and maintenance of the DAM, ensuring that duplicate, non-compliant, and obsolete files are removed in a timely manner.
- Manages relevant DAM vendors and suppliers. Working to secure print vendors and communicates with customers regarding printing needs.
- Defines, implements, and manages metadata schemas, taxonomies, and user groups.
- Develops workflows for asset ingestion, categorization, permissions management, version control, delivery, and expiration to internal and external users.
- 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.
- Assists with managing and maintaining organizational and financial systems (invoicing, accounts receivable, account reconciliation) for visual digital assets.
- Maintains and updates the departmental website.
- Performs other duties as assigned.

### 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 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	No Specific Discipline.	And	2 years of	Experience in digital asset management systems, taxonomies, and metadata structures. Experience with high-volumes of spreadsheet data and incoming appointment requests is desired.

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

### 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.