

Wright State University
CLASSIFIED JOB SPECIFICATION
Photographer, Sr.

I. JOB INFORMATION

Job Title: **Photographer, Sr. (CS 06)**

Job Class: **31332** **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under administrative direction provides photographic support to the university by photographing events, taking studio portraits, consulting with clients, performing records maintenance, and inventory control.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Takes photographs in the studio and on location. Assesses client's needs, determines best approach, schedules times and locations.
- Determines correct photographic procedures (e.g. equipment, lighting, film). Transfers photographic images to computer, completes associated paperwork for tracking and billing purposes.
- Maintains extensive and current library of quality photographic images.
- Provides technical assistance and serves as a resource to employees on aspects of photography and film processing.
- Makes estimates of time and materials needed to produce prints, slides, and other photographic materials.
- Operates various types of cameras.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A bachelor's degree and one year of (FT) related work experience OR, two years of post-secondary education and three years of (FT) related work experience OR, a high school diploma and over five years of (FT) related work experience. Experience in studio and location photography. Extensive knowledge of traditional and digital photography systems; training and knowledge of digital photography software; training and knowledge of computer systems and software. Excellent customer service skills.

V. WORKING CONDITIONS

Conditions may require walking, stooping, pushing, pulling, lifting (less than or equal to 40 pounds), bending, handling equipment and materials.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

31330

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.