

Career Service Authority

Photographer

Revised Date / /
Revised By Janell Flaig
FLSA Code Non-Exempt
Est. Date 09/16/95

General Statement of Duties

Produces documentary prints of objects and object details for registrar records, research, education, and publications.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Photographs art objects and details, exhibitions, gallery and studio installations, and locations outside the Museum.
 - *Knowledge of cameras, technical color, lighting and other related equipment sufficient to be able to obtain quality photographs.*
 - *Knowledge of proper visual composition sufficient to be able to take photographs which are esthetically pleasing.*
2. Makes adjustments to camera, lens or equipment to estimate or measure light level; sets lens aperture and shutter speed; determines subject-to-lens distance and compensates for factors such as distorted perspective and parallax.
 - *Knowledge of cameras and related equipment sufficient to be able to make adjustments to compensate for conditions which may affect or distort photographs.*
 - *Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.*
3. Mixes and modifies chemical mix used by both negative and print processors and manual and computerized color and black and white printers, for both negatives and prints; calculating variables such as exposure time, filter effect, agitation and color temperature.
 - *Skill in mixing, differentiating and adjusting photographic chemistry.*

4. Takes photographs in black and white, color, 35mm, 120mm film formats, and 4x5 and 8x10 size formats.
 - *Knowledge of photography techniques sufficient to be able to take quality color or black and white photographs.*
5. Performs minor repair and maintenance of photographic and videotape equipment, and stocks darkroom and photographic studio equipment and supplies.
 - *Knowledge of photographic equipment sufficient to be able to repair and maintain cameras and auxiliary equipment.*
 - *Knowledge of inventory practices sufficient to be able to identify shortages, reorder as necessary, and maintain adequate levels of supplies.*
6. Some positions test film and paper products and troubleshoot and evaluate equipment.
 - *Skill in identifying quality film and paper products.*
7. Some positions direct volunteer staff who process film, work on prints, and maintain equipment.
 - *Knowledge of supervisory principles and practices sufficient to be able to establish priorities, assign and review work and resolve problems.*
8. Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.

Job Requirements

Level of Supervision

No supervisory responsibility.

Guidance and Decision Making

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions. Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee is primarily concerned with the application of standardized practices. Decisions or recommendations on nonstandardized situations are limited to relating organizational policies to specific cases. Problems which are not covered by guidelines or are without precedent are taken up with the supervisor. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice

or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed or a service rendered according to established procedures or instructions.

Physical Demands

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Physical Strength

Lifting: Raising or lowering an object 10 - 25 pounds.

Vision Requirements

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Mental Demands

Oral Comprehension

Spatial Orientation

Written Comprehension

Environmental Conditions

Wet: frequent contact with water or other liquid.

Exposure to hazardous chemicals.

Minimum Education

Graduation from high school or possession of a GED Certificate supplemented by Technical Training in Photography.

Minimum Experience

Two years of experience in commercial studio photography and photography processing.

Equivalency

A combination of appropriate education and experience may be substituted for the minimum experience requirement.