

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Photographer III  
Code: 18816  
Salary Grade: 58  
FLSA Status: Non-Exempt  
Department/Division: University Marketing  
Reports To: In accordance with departmental policies

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## *Summary*

- Function: To capture and produce a wide range of high quality, photographic, and visual images of general, medical, and/or scientific phenomena and subjects utilizing highly technical and creative and artistic skills.
- Scope: Responsible for employing complex and specialized techniques of modern photography to produce a wide variety of creative, high quality images for clinical, teaching, research activities, special events, university website, as well as print publications produced by Marketing and Communications.

## *Duties*

- Typical:
  1. Oversees and assists in the set up and proper use of all special and standard photographic equipment.
  2. Takes and processes still pictures utilizing standard, special, and digital photographic equipment in color and black and white to include creating standard and mural prints. Copies digital files and CD's for storage.
  3. Works directly with University community to plan photo shoots and coach the University on the best approaches to capturing attractive and effective images.
  4. Uses software to edit and enhance digital images as needed to achieve the best results.
  5. Maintains productive client relationships with the University departments supported by photography.
  6. Investigates and implements new techniques and methods in photography.
  7. Consults with supervisors and designers on special projects.
  8. Assists with managing the photography studio, including administering purchases, maintaining equipment, and planning needed and beneficial upgrades.
  9. Maintains an annual photography calendar for seasonal photography and ensures imagery for schools, academic departments and yearly activities/events is consistently fresh and up-to-date.

10. Provides work direction in distributing workload, scheduling, and in the training of junior photographic personnel.
11. Manages student assistants to extend the capabilities of department and to enhance student interest and experience in photography.
12. Aids in the preparation of reports and in the maintenance of records.
13. Performs other duties as assigned.

- Periodic:

1. Act as liaison between staff members and supervisors on matters pertaining to photography.

***Education***

<b>Required</b>	<b>Preferred</b>
High school graduation or GED supplemented by photographic training.	Equivalent of four years of college-level general training including coursework in photography.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Strong creative vision and ability to capture vibrancy/personality of subjects.	N/A
Ability to work with people in diverse settings on location and in a studio.	
Ability to develop multiple set-ups and make on the spot decisions to achieve best images.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of photographic experience.	Six or more years experience in a college or university including some in a supervisory capacity.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Possess up-to-date technical knowledge of digital equipment and lighting techniques. Knowledge of personal computers, image editing, scanning, and media creation software	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Good working conditions. Works both indoors and outdoors.	Assignments may involve some travel. Deadlines may require overtime.
	Evening, weekend, and outside work may also be required.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision received on overall effectiveness.	Direct supervision of assigned workers.

***Accuracy***

Proficiency in all phases of work.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.