

The University of Texas at San Antonio

Job Description

Job Title: Photographer I
Code: 18818
Salary Grade: 55
FLSA Status: Non Exempt
Department/Division: University Marketing
Reports To: In accordance with departmental policies

Summary

- Function: To capture and produce basic high quality photographic and visual images of general, medical, and/or scientific phenomena and subjects utilizing creative and artistic skills.
- Scope: Responsible for employing fundamental 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. Assists in the set up and proper use of all special and standard photographic equipment. Assists in the planning of photo-shoots.
 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. Uses software to edit and enhance digital images to achieve the best results.
 4. Maintains an extensive library of quality photographic images. Disseminates photographs as directed.
 5. Aids in the preparation of reports and in the maintenance of records.
 6. Performs other duties as assigned.
- Periodic:
 1. Acts as the liaison between staff members and supervisors on matters pertaining to photography.

Education

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

Other Requirements

| Required | Preferred |
|--|------------------|
| 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

| Required | Preferred |
|--------------------------------------|---|
| One year of photographic experience. | Two or more years of photographic experience. |

Equipment

| Required | Preferred |
|---|------------------|
| 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

| Usual | Special |
|---|---|
| Good working conditions. May work indoors and outdoors. | Assignments may involve some travel. Evening, weekend, and outside work may also be required. |

Supervision

| Received | Given |
|--|-------------------------------|
| General instructions through consultation on special projects. | May supervise assigned staff. |

Accuracy

Proficiency in all phases of the duties performed.

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.