

DEPARTMENT: Museum Operations
JOB TITLE: Photographer
REPORTS TO: President of Museum Operations

Posted: 07/13/11
Expires: 07/19/11

Or until filled

Job Description:

This job will use and manipulate the photographic medium for such activities as cataloguing, referencing, promotions & sales and other various assignments.

The employee will perform a full range of photographer assignments, and uses considerable independent judgment in making decisions requiring the interpretation and application of guidance to specific work situations with considerable latitude.

Job Duties:

- Photographs subjects and scenes for projects, cataloguing, reports, exhibits and publications.
- Arranges scenes and shots to be taken, selects shooting angles, determines illumination and positions equipment.
- Determines corrects calibration of equipment.
- Shoot photographs using digital camera and equipment and process / edit using the appropriate software.
- Operates and maintains equipment such as small hand held cameras, digital cameras and equipment, etc.
- Provides technical advice about the available techniques, effects and uses of the photographic medium.
- Produce color and black & white videos by shooting the scenes, editing the copy, dubbing in audio effects and setting in titles.
- Researches new techniques, processes and equipment.
- Meets with vendors and technical representatives about new products and problems with existing products.
- Maintains inventories and requisitions supplies.
- Prepares and presents slide and / or video shows to groups and visitors.
- Mounts prints and charts / maps onto various mounting materials.
- Cleans and makes minor repairs to equipment.
- Maintains records and prepares reports and correspondence relative to the work.
- Performs related work appropriate to the job assigned and any other duties deemed necessary.

Knowledge and Skills:

- Knowledge of theory and techniques of modern photography.
- Knowledge of equipment, tools and supplies used in taking, processing, enhancing and editing photographs.
- Knowledge of the uses and effects of various types of lighting and methods.
- Knowledge of the need for and use of photographic medium in varying technical fields, legal purposes, training presentations and industrial applications.
- Knowledge of video cameras and of the electronic equipment used to produce audio / visual tapes and presentations.
- Ability to choose proper settings on cameras and photographic processing equipment.
- Ability to select the appropriate camera angles, picture composition, filtering, lighting or other treatment necessary to produce desired effect.
- Ability to recommend the purchase of photographic equipment and supplies.
- Ability to train others in job tasks pertinent to the work.
- Ability to clean and make minor repairs to equipment.
- Ability to maintain records, prepare reports and correspondence related to the work.
- Ability to work and communicate effectively with others.
- Ability to maintain favorable public relations.