



USC University of Southern California

Photographer Job Description

JOB INFORMATION

<i>Job Code:</i>	171307
<i>Job Title:</i>	Photographer
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Graphic Arts
<i>Job Family Group:</i>	Arts Production Support
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Provides a wide range of photographic services for a school, division and/or department.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		High school or equivalent		
	X	Associate's degree		With
	X	Specialized/technical training	Photography	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		1 year		
	X	3 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related experience providing knowledge of photographic techniques and equipment (e.g., film processor, cameras and enlargers).
	X	Education or specialized training in photography.
	X	Ability to plan and organize assignments and meet turnaround requirements.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Provides a range of photographic services such as copy stand photography from graphic art work and texts, slide photography and duplication, studio photography and location photos. Produces pictorial records of university events, persons, and objects utilizing a variety of photographic equipment and techniques.				
Plans, organizes and conducts photo assignments. Plans the composition of the photograph. Analyzes subject material, selects equipment, lighting, angle, and background. Contacts subject(s) to schedule and confirm shootings. Travels to assigned locations and takes photos.				
Operates a variety of computer and/or electronic equipment in the creation and manipulation of photographic images (e.g., digital cameras, slide scanners, flatbed scanners, various types of printers).				
Creates, manipulates and designs computer-generated photographic images using basic digital imaging techniques, illustration, and/or presentation software.				
Develops films, makes prints, enlargements, projection slides, etc. Mixes chemicals, as needed. Proofs negatives.				
Maintains a darkroom. Determines equipment and supply requirements and contacts vendors to negotiate purchases as appropriate.				
Performs preventive maintenance on all photographic and darkroom equipment. Performs basic repairs, as needed.				
Maintains photographic files (e.g., photographs, digital files, negatives) for historical purposes.				
Maintains records of billing for photographic services rendered, as required.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.