

Posted: 02/17/2017

Expires:

Or until filled

F/T Position

Shift: 1st

of Openings-1

JOB POSTING

JOB TITLE: **Photographer**

DEPARTMENT: Museum

REPORTS TO: President of Museum Operations

PURPOSE OF POSITION: 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 photographic and photo-editing assignments, and uses considerable independent judgment in making decisions requiring the interpretation and application of guidance to specific work situations with considerable latitude.

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.
- Ability to choose proper settings on cameras and photographic processing equipment.
- Ability to edit or enhance
- 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.

DESCRIPTION OF JOB DUTIES:

- Photographs subjects and scenes for projects, cataloguing, reports, exhibits and publications.
- Shoot photographs using digital camera and equipment and process / edit using the appropriate software.
- Maintains efficient workflow through a high volume of photographic needs.
- With the assistance of the Museum Curator, arranges scenes and shots to be taken, selects shooting angles, determines illumination and positions equipment.
- Maintains inventories and requisitions supplies.
- Determines corrects calibration of equipment.
- Provides technical advice about the available techniques, effects and uses of the photographic medium.
- Operates and maintains equipment such as small hand held cameras, digital cameras and equipment, etc.
- Maintains records and prepares reports and correspondence relative to the work.
- Researches new techniques, processes and equipment.

- Meets with vendors and technical representatives about new products and problems with existing products.
- 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.
- Performs related work appropriate to the job assigned and any other duties deemed necessary.

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To view the U.S. Department of Labor's (DOL) Equal Employment Opportunity is the Law poster, please go to the following link:

http://www1.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf