

AUB

**JOB DESCRIPTION**

**JOB TITLE:** University Photographer

**DEPARTMENT:** Office of  
Communications

**DIVISION:**

**SECTION:**

**1. BASIC FUNCTION**

Addresses the photographic needs for the University and brings an artistic quality to the images, activities and sights throughout AUB in its entirety. Performs, creative and skilled photographic work to capture and reproduce photographic images reflecting the full range of activities at the University.

**2. DUTIES PERFORMED**

- a. Captures and reproduces photographic images representing the full range of University activities both on campus and off-campus, utilizing creative and artistic skill - including outreach programs off-campus, student activities, athletics, research sites, agricultural contexts, and healthcare environments.
- b. Supports ongoing services in medical photography and related imaging and scanning services.
- c. Provides professional photographs for subsequent use in a variety of publishing mediums - including the AUB website, strategic communications, institutional advertising, university magazines and newsletters and other official publications.
- d. Coordinates with other offices within AUB to stage effective photography.
- e. Provides specific recommendations to place strategic photographs on the University's homepage.
- f. Understands client needs and translates messages through effective use of photography.

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- g. Maintains a photography archive searchable through a tagging system using professional archiving software.
- h. Develops photographs when necessary. Restores historical photographs and digitizes them for more permanence and longevity.
- i. Provides quality photographic services to the University community, news media and other organizations with interest in the activities of the University and its faculty, staff, and students.
- j. Performs other related duties as requested by the supervisor.

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**3. WORK CONTACTS**

Regular contacts with work associates. Frequent contacts with faculty, staff, and students.

**4. INDEPENDENCE OF OPERATION**

Reports to the Assistant VP for Marketing and Communications.

Works according to established procedures and photography technical standards. Completed assignments are subject to subsequent review.

**5. SUPERVISORY RESPONSIBILITY:**

Gives work direction to 1 Senior Technician.

**6. PHYSICAL EFFORT**

Slight to moderate physical effort involved in prolonged image shooting and image printing sessions.

**7. WORK CONDITIONS**

Slight exposure to fumes from film developing chemicals.

**8. MINIMUM REQUIREMENT**

- a. Completion of Secondary Education with 5 years experience in photography and videography.
- b. Considerable technical expertise in operating professional cameras, selecting appropriate lenses, and a good understanding of other technical considerations - including lighting, contrast, depth and movement.
- c. Competent in staging photographs when necessary and making photo subjects feel comfortable and photogenic.
- d. Skills in photo correction, Adobe Photoshop or other graphics manipulation programs will be useful.