

# The University of Texas at San Antonio

## *Job Description*

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Job Title:                    Photographer II  
Code:                         18817  
Salary Grade:               57  
FLSA Status:               Non-Exempt  
Department/Division: University Marketing  
Reports To:                 In accordance with departmental policies

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## *Summary*

- Function: To capture and produce a wide range of high quality, photographic, and visual images of general, medical, and/or scientific phenomena and subjects utilizing highly creative and artistic skills.
- Scope: Responsible for employing specialized 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. Oversees and assists in the set up and proper use of all special and standard photographic equipment. Plans 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 as needed to achieve the best results.
  4. Maintains productive client relationships with the University departments supported by photography.
  5. Investigates and implements new techniques and methods in photography.
  6. Consults with supervisors and designers on special projects.
  7. Orders supplies and maintains inventory. Ensures quality control and arranges for repairs as needed.
  8. May provide direction in distributing workload, scheduling, and in the training of junior photographic personnel.
  9. Manages student assistants to extend the capabilities of department and to enhance student interest and experience in photography.
  10. Aids in the preparation of reports and in the maintenance of records.
  11. Performs other duties as assigned.

- Periodic:
  1. Act as the liaison between staff members and supervisors on matters pertaining to photography.

***Education***

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

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
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***

<b>Required</b>	<b>Preferred</b>
Three years of photographic experience.	Four or more years experience in a college or university including some in a supervisory capacity.

***Equipment***

<b>Required</b>	<b>Preferred</b>
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***

<b>Usual</b>	<b>Special</b>
Good working conditions. May work indoors and outdoors.	Assignments may involve some travel. Evening, weekend, and outside work may also be required.

*Supervision*

<b>Received</b>	<b>Given</b>
General instructions through consultation on special projects.	Direct supervision of assigned clerical and photography employees.

*Accuracy*

Proficiency in all phases of work.

*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.