



## Job Description

**Job Title: Photographer**

**JTC: N47**

**Salary Range: N03**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Works independently to produce photographic media for instructional support and public relations use throughout the campus location.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Able to create compelling, high quality and technically sound photographic images that support the strategic branding initiatives and reinforce messaging across multiple communications channels in marketing, websites, digital advertising, publications, social media and other materials.

Able to manage all phases of photography including edit, retouch, optimize and delivery of images according to project specifications. Ability to utilize computer technology to scan pictures, maintain files, generate reports, access data, and to communicate with others. Knowledge of off-camera lighting techniques and equipment and familiar with photography equipment.

Ability to successfully work with various clients and personalities while building positive relationships. Participate in organization of photo assets using digital asset management system. Able to work with graphic designers and other clients to generate photographs.

Ability to manage assignments including pre-production and post-production workload effectively and communicates any workload concerns to manager. Demonstrate proficiency in photography specific software.

Ability to deal effectively and courteously with a variety of individuals from diverse backgrounds to communicate effectively and establish cooperative working relationships with persons contacted in the course of performing assigned duties. Ability to provide quality customer service.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

### MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus two (2) years of experience. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*



## ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs in-house and on-location photographic services including individual and group pictures for public relation releases, and photographs for brochures and instructional materials, etc. Provides photographic services to instructional divisions to provide photographs for use in classroom. May produce material for slides, transparencies and workbooks.

Responsible for handling film development and printing, scanning and CD burning, filing and storage of photos and negatives. Maintains and recommends purchases for computer hardware, software, and photography equipment and keep current with updates. Responsible for videotaping events utilizing various formats.

Collaborate with clients and marketing teams to coordinate studio and on location photoshoots. Meets with clients as necessary to determine project specifications. Work in tandem with graphic designers, marketing and video production teams to create photographs consistent with brand standards. Works closely with video production team and other creative professionals in department. Meets with clients as necessary to determine project specifications.

May produce presentations using flash, special effects and graphic design. May provide guidance and direction to lower level staff. May perform assigned duties in the absence of supervisor. Assists in maintaining inventory of equipment, supplies, etc. Work with to produce various college publications.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service

Performs other related duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*