

JOB DESCRIPTION

(Date)

POSITION TITLE: PHOTOGRAPHER

REPORTS TO:

I. PRIMARY RESPONSIBILITIES:

To take photographs and operate hand-held video camera to record events for the newspaper, as directed by the Photo Editor.

II. ESSENTIAL FUNCTIONS:

Reviews photographic assignments, coordinates with reporter assigned to the event, and takes photographs to support thrust of the article to be written. Observes for speed, motion, color contrast, and lighting effects in potential photos. Focuses and centers parties in the photograph or handles special needs for color photography. Records names and titles of persons in each still photo. On straight photo shots, operates independently without reporter.

Selects and uses company-provided photographic or video equipment to record events. Reports defective equipment or low level of supplies to the Photo Editor.

Develops photos in photographic solutions, discarding unsuitable copies. May crop prints or enlarge photos as dictated by finished print and nature of the assignment.

Catalogs complete photo assignments in photo file and cross-indexes photo numbers in newspaper library with published text of article.

Watches for photo opportunities for longer-term feature assignments. Takes photos and turns over to the Features Editor.

Reviews quality of work each week with Photo Editor to discuss changes, improvements, etc.

May sub for photo lab developer.

May work independently on off-shifts listening to city and state police radio and responding to crime scenes for photo opportunities.

III. JOB QUALIFICATIONS:

Knowledge of photographic techniques, equipment, and processes gained either in a community college training program or on the job.

Imagination and creativity are desirable personal qualifications.

Knowledge of the newspapers circulation area and style trends in the area.

Ability to respond to emergency call-outs on off-shifts when requested by Photo Editor.

Ability to pass pre-employment substance abuse screening and conditional employment offer medical examination, and possession of a currently valid state motor vehicle operators license to operate company vehicle.