

# MORGAN STATE UNIVERSITY

## JOB SPECIFICATON



### **PHOTOGRAPHER I**

Class Code: N1101  
Pay Range: 06

FLSA Code: N/E (Non-Exempt)

### **JOB SUMMARY**

Under direct supervision, performs routine technical work in the field of photography.

### **PRIMARY DUTIES**

1. Takes pictures of events, persons, animals, buildings and other objects using a variety of photographic equipment and formats.
2. Mixes processing solutions, develops negatives, produces slides, make enlargement prints for use in exhibits, classroom instruction, publications and public relations. Prepares and mounts finished prints.
3. Operates and ensures operational safety and readiness of photographic equipment and chemicals; cleans and makes minor repairs according to established maintenance schedule.
4. Classifies, sorts and files prints, negatives and other photographic materials.

### **Note:**

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

### **MINIMUM QUALIFICATIONS**

**EDUCATION:** High School Diploma or GED.

**EXPERIENCE:** Two years in photography which included the taking and developing of pictures.

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**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Working knowledge of photographic methods and techniques; of photographic chemistry, equipment and materials. Ability to operate photographic and film processing equipment; to develop negatives, print pictures and process photographic materials; to use personal computers; to communicate effectively; and to follow oral and written instructions; to maneuver around objects and people to take photographs; to transport photographic equipment.

**OTHER:** Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

Valid Maryland Non-Commercial Class C or equivalent driver's license may be required.