Georgia State University

Job Specification

Job Title: Photographic Supervisor | **Effective Date: April 1, 2007**
BCAT Code: 446X AJ | **Revision Date: February 1, 2007**
Pay Grade: G12 | **FLSA Status: Exempt**

General Description
Supervises employees performing photography work.

Examples of Duties
- Trains and supervises lower level employees in the proper methods of photography.
- Prepares reports on work performed in photographic shop.
- Manages budget and billing procedures.
- Selects labs to process photographic work.
- Photographs various events and people at on/off-campus locations; determines appropriate lighting and other criteria for photographic assignments.
- Covers sporting and news events.
- Performs studio work.
- Performs image improvement and manipulation in graphic design software.
- Meets with clients to discuss specifications.
- Inventories photographic supplies and equipment.
- Sends and collects processing from photography labs.
- Maintains photography equipment.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Thorough knowledge of photography equipment, procedures, and graphic design software.
- Effective oral and written communication skills.
- Effective time management skills.
- Effective organizational skills.
- Artistic ability.
- Physical ability to lift and carry photographic equipment and access candid photographic shots.
- Ability to supervise others.

Minimum GSU Hiring Standards
Bachelor's degree with major course work in photography and three years experience, including one year supervisory experience; or a technical or vocational degree from an accredited Art School with major course work in photography and three years experience including one year supervisory experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.