



OHIO
UNIVERSITY

**Classification and Qualification
Standards**
**Photography Laboratory
Specialist**

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Media Technology	Job Code: 11342 Grade: B	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under direction, the fully operational classification receives instructions in general terms, and utilizes independent judgment within established procedures and guidelines. This classification requires considerable knowledge of photographic methods in order to perform moderately complex duties in operating and maintaining the workflow of the photo lab facilities.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Produces custom color or black and white prints using traditional photographic methods and materials for scientific research, instructional, administrative and/or public use.
2. Produces slides or negatives from printed materials, illustrations, photographs, x-rays, gel blots, and other materials as requested by the customer.
3. Scans slides, negatives, or printed material using film, scanners or digital cameras to capture images of resolutions.
4. Enhances or creates digital images using photoshop software.
5. Uses film recorder, ink-jet, dye-sub, or laser printers to translate digital image files to hard-copy, or uses e-mail or servers to transfer files directly to customer.
6. Discusses projects, deadlines, and quantities with customers, and provides technical information to faculty, staff, and students.
7. Trains and supervises student assistants.
8. Maintains client, job order, and scanned portrait databases.
9. Researches new photographic and digital materials, equipment, and software, and implements new procedures.
10. Shoots formal studio portraits, and processes film.
11. Maintains darkroom equipment.
12. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of photographic methods; imaging software; research photography*; portrait databases*; employee training and development*; oral and written communication. Skill in operation of traditional and digital photo equipment; scanner; computer; and darkroom equipment. Ability to produce prints, slides and negatives using photographic methods; enhance or create digital images using photoshop software; and shoot portraits and process film.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

12 mos. training or 12 mos. experience in photographic methods and imaging software. 3 mos. training or 3 mos. experience in operation of traditional and digital photo equipment and scanner. 1 course or 3 mos. experience in operation of computer.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.