

Job Description and Standards of Performance

<u>Position Title:</u> Graphic arts photographer	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> News	<u>Department #:</u>
<u>Date Updated:</u> 4/30/07	<u>Updated by:</u> Crider/Fitzgerald
	<u>Job Code #:</u> 42N086

Position Purpose/Objective:

To provide coverage with visual elements often on a self-directed basis, in which the graphic arts photographer makes independent decisions on coverage; occasionally direct other staffers when the supervisor is out of the office.

All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Captures visual images, both assigned and self-generated. CORE	Visual images of high quality both in composition and in technical skill are produced, often of timely news events.
Works with editors and reporters and coordinates photo staff efforts to provide best possible photo coverage. CORE	Graphic arts photographer and reporters/editors/photo staff communicate regularly to produce images closely tied to text content.
Initiates ideas for visual projects, whether assigned or self-generated. CORE	Graphic arts photographer takes initiative to produce images based on coverage needs.
Processes images using available technology, including archiving of images. CORE	Images are processed quickly and without error; archives are kept current.
Obtains and writes complete and accurate caption information on photos. CORE	Captions are accurate and complete.
Manages time effectively. Completes assignments and turns in work to meet deadlines. SUPPORTING	Work is performed in a timely fashion, without delays or excessive downtime.
Maintains communication with the photo editor and other desks. SUPPORTING	Photo editor and other assigning editors are told of issues, developments and problems in a timely fashion.

Cares for photo equipment and keeps work area orderly. SUPPORTING	Equipment is well-maintained and ready for use at all times.
Uses available technology to support sales/production efforts as needed. SUPPORTING	Possesses adequate knowledge of all pertinent software/systems necessary to perform duties efficiently.
Other related duties as assigned. SUPPORTING	Additional duties are performed on time and in a satisfactory manner.

Required Education and/or Experience/Knowledge:

A college degree or significant professional experience.

Valid driver's license, a reliable vehicle and proof of insurance required.

Required Skills:

Thorough knowledge of the processes used in capturing visual images, good news judgment; the ability to direct oneself. An understanding of and appreciation for the demands of ethical decision-making.

This position reports to:

AME/Photo