

Job Description and Standards of Performance

<u>Position Title:</u> Photographer	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> News	<u>Department #:</u>

Date Updated: 4/30/07 Updated by: Crider/Porter Job Code #: 42N051

Position Purpose/Objective:

To provide visual elements to enhance content.

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:
Produces visual images. CORE	Photographs and other visual images are timely, well composed, technically good, lighted properly, and edited well.
Works with editors and reporters to provide the best possible coverage. CORE	Coverage reflects good communication with reporters and editors; editors are kept apprised of photographer's efforts.
Processes images. CORE	Images are made available in a timely fashion.
Obtains accurate information for text and other enhancements used with images. CORE	Captions and other elements are accurate.
Assists with the operation of photo department and deals with the public. SUPPORTING	Assignments are set up in timely fashion; phones are answered; images are transmitted to other news organizations, assignment problems are solved in absence of

Portland Press Herald
Est. 1862
Maine Sunday Telegram

	AME/Photo; other staffers' work is processed if needed.
Uses available technology to support 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; previous experience at a daily news organization.

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

Required Skills:

Knowledge of journalism in general and photography in specific; good time-management skills; an understanding of and appreciation for the demands of ethical decision-making.

This position reports to:

AME/Photo