**Photographer/Videographer**

Photographers combine artistic talent and technical skill to produce professional photographs. To use their tools—cameras, lenses, and lights—they must be highly skilled technicians. To create meaningful photographs, they must be able to arrange whatever they are photographing so that it will stand out clearly in the finished picture.

**Duties and Responsibilities**

* Maintenance and creation of media lists and editorial calendars
* Database management
* PowerPoint presentations
* Maintenance of photo/ video files
* Press kit assembly and distribution
* Year book production
* CD Production
* Fundraising Article Production
* Production supervision
* Job trafficking
* General administrative duties (faxing, filing, copying, phone calls)

**Skills and Specifications**

* Artistic Ability: Photographers need to be able to compose a shot, understand framing, color and light to create a visually pleasing photograph.
* Business Skills: Independent photographers need skills to bring in new clients, meet with people, talk with customers, as well as run their own business, keep records and keep expenses in check.
* Computer Skills: Most photographic manipulation is done through computer. Retouching photos, adding details, or other digital additions will be through a computer.
* Attention to Detail: Photographers must have an eye on everything before, during and after the shot. Attention to detail makes sure that every hair is in place and nobody is photobombing in the back of the shot.
* Interpersonal Skills: When working with people, photographers need to speak clearly and in a friendly way to get what they want out of the photograph.

I hereby understand the scope of my duties and skill qualification. I agree to perform all tasks herein stated. I am also aware that these responsibilities may be revised as deemed necessary.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_