



Communications Job Family: **Photographer Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Photographer INDIVIDUAL CONTRIBUTOR	Photo Specialist INDIVIDUAL CONTRIBUTOR
	Consult with and advise clients on the most effective way to capture messages through photographic imagery in print and electronic media; recommend approaches to photographic solutions, plan content and conceptualize photography assignments.
Photograph wide range of subjects utilizing a variety of camera formats and appropriate tools on location and in the studio; design, edit, retouch, resize and enhance photos for use.	Stage and shoot high quality original, innovative and imaginative photographs utilizing a variety of specialized equipment; photograph wide range of subjects utilizing a variety of camera formats on location and in the studio.
	Develop project schedule and proposals to meet communications needs of internal and external stakeholders; may develop budgets for projects; responsible for meeting project expectations and deadlines.
	Design, produce, edit, retouch, resize and enhance high quality photographic images to be used for public relations and marketing in various forms; web, news paper, high end brochures, exhibits and prints.
Research and experiment with various methods, materials and equipment; make recommendations for the purchase of equipment and modification of methods and procedures.	
Schedule and coordinate activities (i.e. photo shoots) and contribute photographic, video, and media arts projects information and research to internal and external audiences.	
Responsible for the maintenance of the department/studio and equipment.	Assist with quality control in photo production.

Photographer INDIVIDUAL CONTRIBUTOR	Photo Specialist INDIVIDUAL CONTRIBUTOR
Digitally transfer, catalog and archive media post production	Digitally transfer, catalog and archive media post production.
May assist with gathering licenses and permissions for media usage.	Create an oversee media licenses and permissions in collaboration with University Counsel.
	Represent the University at internal and external events.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10691 PHOTOGRAPHER, BAND D	10689 PHOTO SPECIALIST, BAND E EX
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate's degree or equivalent; more than 2, but less than 4 years or equivalent	Bachelor's degree or equivalent; 2 but less than 4 years of experience or equivalent
IMPACT	Extends beyond college/unit	Moderate impact
CONTACTS - INSIDE	Coordinate activities Contribute to group projects	Assists others Cooperation of task completion Handle confidential information
CONTACTS - OUTSIDE	Straightforward business Provide factual information Handle confidential information	Provide information that exists within pre-established documents and or programs
CONTACTS - STUDENTS	Provide information or instruction on policies/procedures	Limited contact

FACTOR PROFILE	10691 PHOTOGRAPHER, BAND D	10689 PHOTO SPECIALIST, BAND E EX
SUPERVISION	Students Temporaries On-the-job training	None given
COMPLEXITY	Entire field tasks	Frequently adapt, combine, or make improvements to services, products, processes or programs
LEVEL OF DECISION MAKING	Responsible for making some decisions which require consideration of various criteria	Responsible for making decisions about work within prescribed limits and/or providing input to others for decision-making
FREEDOM OF ACTION	Very general supervision; resolves most questions Accomplish most tasks alone Keep supervisor informed of progress	Very general supervision Some interpretation of established work policies and procedures is required
SUPPORT SKILLS – WRITING	Provide standard responses to inquiries	
SUPPORT SKILLS – COMPUTER	Limited responsibility, OR is position's area of work	Limited responsibility, OR is position's area of work
WORKING CONDITIONS - PHYSICAL	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.

FACTOR PROFILE	10691 PHOTOGRAPHER, BAND D	10689 PHOTO SPECIALIST, BAND E EX
WORKING CONDITIONS - VISUAL	High degree of concentration, requiring acute eye/hand coordination	High degree of concentration, requiring acute eye/hand coordination
WORKING CONDITIONS - HAZARD	Chemical/ substances requiring careful use. Handling of animals or mildly toxic plants. Equipment requiring close attention, including extensive computer use. Some use of protective devices	Variable working conditions including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required