



STAFF PHOTOGRAPHER

POSITION SUMMARY

Reporting to the Photo Editor, Publications Editor and Creative Director respectively, this position's primary focus is generating photo content for the weekly student newspaper, the Weal. The Staff Photographer will respond to photo requests from the Photo Editor and the Publications Editor, file photos in a timely manner and provide required caption information.

RESPONSIBILITIES

1. Liaise with the Photo Editor to provide the publications department with photos necessary to publish a high-quality, visually compelling and engaging newspaper.
2. Respond to photo requests and assignments from the Photo Editor
3. Provide complete caption and credit info with image (as metadata).
4. Meet all deadlines as determined by the Photo Editor.
5. Contribute roughly 4 - 8 hours a week in the execution of his/her duties.
6. Report to the Photo Editor and assist as needed

DUTIES

The Staff Photographer shall:

1. Respond to photo requests.
2. Keep in close contact with Photo Editor to ensure quality communication
3. Comply to deadlines
4. Proof photography work on production days
5. Submit all photos to Photo Editor with complete caption and credit information and identifying file name. Final deadline for Staff Photographer photos is to be determined by Photo Editor.
6. Attend weekly staff meetings and be prepared to discuss image needs.
7. Provide a minimum of one campus feature photos per issue.
8. Represent The Weal publicly on campus as appropriate.
9. Guide and assist volunteer photographers as needed under the purview of Photo Editor.
10. Assist Photo Editor as needed

REPORTING RELATIONSHIPS

Reports to: Photo Editor, Publications Editor, Creative Director

Supervises: Volunteer photographers

QUALIFICATIONS

- Currently enrolled in a SAIT program.
- Responsible, mature and dependable.
- Visual thinker with an ability to support content with compelling images.
- Excellent time management skills.
- Good communicator, possessing solid written skills.

EVALUATION

The Staff Photographer will be evaluated once in the fall and again in the winter semester of each academic year.