Georgia State University

Job Specification

Job Title: Photographic Coordinator

BCAT Code: 09MX36
Pay Grade: G14    FLSA Status: Exempt
Effective Date: March 1, 2014
Revision Date: November 1, 2014

General Description
Serves as a liaison to a variety of internal and external clients. Supervises the relationships with freelancers.

Examples of Duties
- Works with both internal and external clients to assess their needs.
- Works with social media to provide assets.
- Works with the Digital Strategy Group on non-homepage web photography.
- Works with external media to manage photo shoots.
- Builds stock photography and manages the Digital Asset Library (DAL) collection; assesses the client library use and best practices.
- Uses institutional knowledge and skills to support clients in making good photo choices from the DAL to create slideshows, choose good web images, etc.
- Serves as primary photographer on location and at events that occur within regular business hours.
- Manages freelancers and student photographers for after-hours or weekend event shoots.
- Meets weekly with the manager of visual concepts to discuss the scheduling of photographic needs.

Knowledge, Skills and Abilities
- Knowledge of digital photography, equipment, procedures, and graphic software.
- Knowledge of databases for digital imagery.
- Skilled in color correction for printing.
- Effective time management, customer service, and organizational skills.
- Effective oral and written communication skills.
- Ability to use independent and artistic judgment.
- Ability to carry heavy equipment.

Minimum GSU Hiring Standards
Bachelor’s degree with major course work in Photography and three years of related experience including one year of supervisory experience; or technical or vocational degree from an accredited Art School with major course work in Photography and three years of related experience including one year of supervisory experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources
Classification Section