

**Class Code: . . . . 0970**  
**Position#:...(PTAA)...**  
**Developed by: . . . .**  
**Reviewed by: . . . .**  
**Approved by: . . . .**  
**Date: . . . . .7/92**

**THE UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** University Photographer  
**DIVISION:** University Relations  
**REPORTS TO:** Director, Photography, Radio & TV  
**GRADE:** 11  
**SUPERVISES:** Professional, technical and clerical support staff

**BASIC FUNCTION:**

Serve as the University's videographer/editor, assume shared responsibility for studio and field productions which must meet broadcast industry standards. Expertise needs to extend from hands-on video camera work to electronic editing to state-of-the-art post-production. Also, shoot and process 35mm film for still photos and/or to supervise others so assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assume role of the University's chief videographer-editor in its national award-winning electronic media production department, working on a wide range of projects. These may include TV commercials and public service spots, documentaries and program-length TV programs, and extend to non-broadcast student recruitment and public education/awareness videos.

Camera work to include location and studio; lighting, sophisticated editing (including complicated audio track mixes), multi-camera switching. Editing often involves creation of A & B rolls.

Perform routine maintenance and minor repairs on cameras, decks and other production equipment.

Shoot location and studio 35mm still photos and/or to supervise others, and process black and white film in the University's darkroom—operation and maintenance of which must be overseen.

**OTHER DUTIES AND RESPONSIBILITIES:**

Direct the department's overall technical capacity to support its role in meeting University outreach needs.

Serve as liaison with equipment sources and repair firms.

Assist director in budget planning and preparation, and the supervision and training of interns and/or student payroll workers retained by the department.

**LICENSES, TOOLS AND EQUIPMENT:**

Demonstrated competence in the use of such video equipment as Ikegami 730-A & Sony cameras, Sony 5850 A-B editing system, Chyron character generator, TBC's, vectorscope, wave form & Sony PVM 1220 diagnostic monitors.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is subject to both inside and outside work and extreme cold and hot temperatures can be encountered in this position.

**QUALIFICATIONS:**

Bachelor's degree or equivalent professional experience required. Minimum of five years' as a professional videographer/editor with a successful record in TV and/or industrial production. Also, demonstrated ability as a still photographer who can oversee the operation of a large darkroom. This position requires that the incumbent possess the ability to communicate effectively orally and in writing. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills. This position involves travelling throughout the University and could on occasion require bending, reaching, ascending and descending ladders and stairs, stooping, kneeling, crouching, crawling, standing, walking, feeling, talking, and hearing.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**