

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Staff Photographer
GRADE: 6
REPORTS TO: Central Staff Director

POSITION SUMMARY: This is an at-will, partisan position. The Staff Photographer works directly with Representatives, staff and directors to maximize the impact of their communications efforts.

PRINCIPAL ACCOUNTABILITIES: The Staff Photographer coordinates photographic assignments, production activities and the following:

1. Serves as a principle source of information on photographic equipment and techniques.
2. Plans the composition of the photographs. Analyzes subject material, uses artistic judgement, and selects appropriate equipment, lighting, angle and background. Processes, adjusts and retouches digital files for optimum results.
3. Plans and schedules photographic and related services.
4. Prepares photographic materials used in publications, presentations, websites, etc.
5. Maintains quality control throughout production of assigned projects.
6. Researches new developments and technology in the photography field.
7. Performs other duties as assigned.

JOB QUALIFICATIONS: Must be able to maintain strict confidentiality. Must have excellent inter-personal communication skills, the ability to multi-task and perform in a fast paced multi-faceted environment. Knowledge of Photoshop and Microsoft Office is required.