

JOB DESCRIPTION

Job Title	Multimedia Photographer	Job Title Code	570600
Reports to	Chief Communications Officer	Wage/Hour Status	Non-Exempt
Dept/School	Communications	Pay Grade	502
		Date Revised	September 07, 2023

Primary Purpose

Provide photographs of events or people relating to District and school activities, projects, and operations to illustrate new releases and articles for use in District publications. Maintain current publications of images for ongoing social media coverage, District photo galleries and historical archive.

Education/Certification

- High School Diploma/GED

Special Knowledge/Skills

- Skill in photographic composition and technique
- Ability to use extensive range of technical equipment, including cameras, lenses, lighting, and photo editing software

Experience

- Five (5) years' experience in photography (commercial, portrait, and documentary), photo processing, and digital photography and computers

Major Responsibilities and Duties

1. Photograph people and events related to school District activities.
2. Research and make preparations for photo sessions.
3. Provide professional portraits of Board members and District personnel.
4. Maintain accurate records and files of images (negatives or digital database) for future use.
5. Responsible for shipping and delivery of photographs to all District schools and units.
6. Maintain District photographic images for historical archive.
7. Responsible for regular maintenance of all photographic equipment.
8. Maintain up to date inventory of photographic supplies.
9. Meet deadlines for editing and postings to social media and EPISD website photo gallery, including the use of laptop to perform on location uploads.
10. Perform other duties as assigned by supervisor.

Equipment Used

Computer, printer, camera, and phot shop

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Repetitive hand motions. Frequent walking, standing, heavy lifting, carrying, and kneeling. Occasional prolonged and irregular hours. Frequent districtwide travel.

Terms of Employment

226 days; hourly rate to be established by the Board of Trustees



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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
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Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.