

INSTRUCTIONAL ASSISTANT, PHOTOGRAPHY

DEFINITION

Monitors and maintains one or more instructional photography laboratories and provides students with assistance in camera use and laboratory equipment and procedures.

TYPICAL DUTIES

- Schedules and oversees the use of one or more instructional photography laboratories by students, faculty, and staff.
- Explains to students the established instructional laboratory policies and the use of equipment available within the instructional laboratory(ies).
- Assists students with problems related to photographic projects involving the operation of cameras, the processing, and printing of film and/or digital photographic images, and lighting and studio techniques.
- Issues and receives materials and equipment for student use in laboratory and classroom assignments; keeps records and effects the return of supplies, equipment, and lockers loaned to students.
- Assists instructors in the set-up of classes and preparation of instructional materials and study aids.
- Stores equipment and keeps storerooms and working areas orderly and clean.
- Maintains inventory records of supplies and equipment and prepares requisitions as needed.
- Sells supplies to students and accounts for funds received.
- Performs basic maintenance on lighting equipment and enlargers.
- May mix developers, toners, fixers and color formulas.
- May perform software installations and updates of programs for assigned laboratory(ies).
- May provide assistance with LAN (Local Area Network) operation and maintenance of assigned laboratories related to the installation and configuration of work stations and basic troubleshooting.
- May perform tests on chemicals to insure freshness.
- May take, develop, enlarge, and print both black and white and color photographs.
- May provide training and work direction to student employees.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Photography**, applies a general knowledge of photography in assisting students with their classroom assignments, and is responsible for the day-to-day operations of one or more photography laboratories which include: preparation of equipment, materials, and supplies, maintenance of facilities and equipment, and proper and safe use of equipment and materials.

Instructional Assistants in other academic disciplines are responsible for the day-to-day operations of instructional laboratories and apply their specialized knowledge to a broad range of duties related to the day-to-day operations of their academic departments.

SUPERVISION

General supervision is received from a Department Chair. Functional supervision is received from instructional staff. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

- Basic principles of black and white and color photography
- Basic principles of computerized digital photography
- Commonly used camera and photographic laboratory equipment
- Darkroom film and paper processes and practices for black and white, and color
- Methods and equipment used in creating digital photographic images
- Chemicals and solutions used in a photographic laboratory
- Health and safety practices and precautions applicable in a photographic laboratory
- Capabilities of computer systems, software and hardware common to instructional laboratories
- Principles of recordkeeping

Ability to:

- Provide instructional assistance to students and instructional staff
- Use a wide variety of camera formats, accessories, lights, and related equipment
- Process black and white and color film
- Create digital photographic images
- Operate and maintain a variety of photographic equipment including cameras and laboratory apparatus
- Keep detailed and precise records
- Work effectively and cooperatively with students and instructional staff
- Give clear and concise instructions
- Effectively utilize computer hardware and software
- Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

An associate degree or its equivalent, from a recognized college, with a major in photography or a closely related field.

OR

Graduation from high school or its equivalent **AND** two years of full-time, paid experience in the field of photography, which included developing and printing photos.