

CITY OF SPRINGDALE
Position Description

TITLE: Photographer/Darkroom Technician (part time)

DEPARTMENT: Museum

DATE: July 1, 2005

JOB SUMMARY: Responsible for skilled darkroom work in developing film, producing prints, slides, and contact sheets, and doing related tasks such as enlarging photographs, in accordance with established photographic procedures. Responsible for photography of special museum events. Responsible for in-house copy-stand work.

SUPERVISION RECEIVED: Works under the guidance of and reports to librarian/photo archivist.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates photo processing activities with librarian/photo archivist and occasionally other staff in order to expedite research requests and exhibit, programming, and publicity needs.
- Prepares developing and mixing solutions.
- Develops, fixes, washes, and dries film, prints, slides, and contact prints in accordance with established darkroom procedures; prepares enlargements and reductions of prints; checks quality of images and adjusts images to needed specifications in consultation with librarian/photo archivist; matches negatives, slides, and prints to original orders; maintains records.
- Loads film in holders and cameras; removes exposed film for processing.
- Cleans, cares for, and stores processing equipment and supplies; maintains orderly darkroom and supply storage.
- Orders photographic chemicals and supplies, as needed.
- Photographs special museum events, exhibits, and/or collections according to needs, as directed by librarian/photo archivist and/or director.
- Performs in-house photo copy-stand work
- Performs other duties as assigned.

PERIPHERAL DUTIES: Performs variety of miscellaneous duties such as answering phones. Occasionally assists other staff in performance of their duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or equivalent, some vocational or technical training preferred; photography and/or film processing training preferred; sufficient darkroom experience to have extensive knowledge of methods, materials, tools, and equipment used in film processing.

Necessary Knowledge and Skills: Extensive knowledge of darkroom procedures and black-and-white development techniques; working knowledge of chemical use and OSHA and other safety requirements. Manual dexterity, good hand-eye coordination, and good vision, including normal color perception. Accuracy required in all phases of work performed. Ability to follow directions; ability to work in a team-oriented environment; ability to communicate effectively, verbally and in writing; ability to be self-motivated and flexible; attention to detail; ability to establish and maintain effective working relationships with supervisors and the public.

TOOLS AND EQUIPMENT USED: Film camera and various lenses; copy stand and lights; timers; darkroom processing chemicals and equipment; general office equipment.

PHYSICAL DEMANDS: Need to work on one's feet for most of work period. Frequently required to use hands to handle, feel, or operate objects, tools, or controls and to reach with hands and arms; occasionally required to climb or balance, stoop, kneel, or crouch; occasionally lifts and/or moves up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT: Noise level in work environment fairly quiet. Temperature and humidity levels are set for optimal photography conditions and are frequently cooler than average office environments. Frequent exposure to chemicals and fumes; fume hood, rubber gloves, aprons, and eyewear provided by museum. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.