Definition of Class
This is a supervisory position in which the incumbent leads a team of digital imaging specialists in identifying, scheduling and photographing people, events and opportunities that promote the University and its programs. This position manages the technical and creative aspects of the photography services and promotes the University via the Web, print and other media. The incumbent exercises discretion and independent judgment in a wide variety of areas. This position reports to the Chief Communications Officer (CCO).

Examples of Work Performed
Leads a team of digital imaging specialists in identifying, scheduling and photographing people, events and opportunities that promote the University and its programs.

Hires, trains and conducts scheduled evaluations of work performance of employees under his/her direction. Mentors and supervises the work of digital imaging specialists to ensure completion of tasks.

Edits, distributes, archives and bills for digital imaging specialist’s work. Ensures that work is in compliance with University Communications’ standard and goals.

Creates, edits and publishes photos on the Ole Miss web page slideshow and the “Week in Photos” gallery and for outside media.

Negotiates contracts for commercial use of Ole Miss images and for the services of freelance photographers. Identifies copyright and trademark infringements.

Manages and maintains the image archive storage server and maintains searchable image archive web page.

Assesses equipment needs and oversees contracts for equipment insurance, maintenance, use and purchase.

Supervises the billing, purchasing, credit card use, pay pal account and other various contracts for services.

Seeks opportunities to generate revenue, when appropriate form photographic services rendered, image usage fees, print sales and contracts with companies outside the University.

Keeps abreast of the latest trends in photography news and technology; develops professional contacts with the University Photographers Association of America and regional media photographers.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises a team of digital imaging specialists in identifying, scheduling and photographing people, events and opportunities that promote the University and its programs.
2. Ensures a constant production of new photographs for the Ole Miss web page and archival/retrieval of images.

3. Oversees and engages in client relations and customer care by responding to inquiries and handling contract negotiations and billing.

4. Keeps abreast of the latest trends in photography news and technology.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s degree from an accredited four-year college or university.

AND

**Experience:**
Four (4) years of experience related to the above described duties.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 05/26/15

“The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.” The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.