Job Title: PHOTOGRAPHY LABORATORY ASSISTANT

SUMMARY
Under the direction of an assigned Department Head, maintains the effective operation of a photography lab by performing minor equipment repairs, mixing and preparing chemicals and assisting instructors and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Assists the instructor by tutoring students in photography skills involved in black and white, color, film processing, print presentation and studio lighting; demonstrates, instructs and corrects in proper use and operation of a variety of equipment, techniques and procedures.

Maintains inventory of equipment and supplies.

Issues, receives, inspects and stores equipment.

Assures equipment is returned and properly stored or shelved.

Notifies appropriate personnel of purchasing or replacement needs.

Mixes, prepares and sets out chemicals for lab use.

Diagnoses and corrects chemical problems and inconsistencies to maintain quality standards; plots chemistry and enters in computer.

Notifies appropriate personnel of need to reorder consumed supplies and materials.

Operates a variety of photography lab equipment including enlargers, mini-lab film and print processor, color print processor, cameras, studio lighting equipment, mat cutter, mounting press, microcomputer, silver recovery system and densitometer.

Performs minor and routine equipment repair and adjustment.

Cleans and maintains mini-lab equipment.

Maintains lab in a clean, safe and orderly manner; prepares lab prior to lab and following labs.

Provides direction or training to proctors and work study students as needed.

Performs related duties as required.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:
KNOWLEDGE OF:
Basic procedures, materials and equipment used in photography.
Safety regulations and procedures.
Basic photographic principles and techniques.

ABILITY TO:
Operate photographic equipment safely and effectively.
Develop and process film.
Understand and follow oral and written directions.
Meet schedules and time lines.
Plan and organize work.
Establish and maintain cooperative and effective working relationships with others.
Diagnose problems, correct, mix and prepare chemicals.

EDUCATION and/or EXPERIENCE
Any combination equivalent to: two years college level course work in photography.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid California drivers license and a driving record acceptable to the District for insurance purposes.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Basic procedures, materials and equipment used in photography.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand, walk, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision,
depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals and frequently works with a video display terminal for prolonged periods. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Adopted: July 7, 1986
Revised: March 1991; April 1, 2003