

Position Description
Laboratory Technician - Photography
Department: Earth Sciences

POSITION PURPOSE

The Laboratory Technician - Photography provides instructional support services for faculty and students in the proper use and operation of photographic equipment and materials, assists students in the use of the camera, darkroom equipment and procedures, and assists in the preparation of instructional materials for the Physical Sciences program.

NATURE AND SCOPE

The Laboratory Technician - Photography is responsible for assisting students and faculty as needed, maintaining laboratory and studio schedule, preparing chemical and laboratory for classroom demonstrations, and ordering necessary equipment. Other decisions, such as approving major capital expenditures, preparing class and laboratory schedules, and modifying policies and procedures, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Assists faculty and students in the proper and safe methods of operating cameras and processing and printing film; prepares and sets up laboratory for instruction.
2. Issues materials and photographic equipment to students for use in laboratory assignments; maintains records and ensures return of equipment, supplies and lockers.
3. Maintains, services and secures photography laboratory and studio facilities; schedules use of classroom and laboratory.
4. Mixes developers, toners and fixers; takes, develops, enlarges and print photographs.
5. Maintains clean, orderly and safe environment in laboratories and assumes responsibility for security of equipment and materials; sells supplies to students and accounts for funds received.
6. Orders and transports supplies; maintains inventory records or supplies and equipment.
7. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures

Subject matter of all Physical Sciences (Photography) program courses

Methods and procedures of preparing instructional materials used in all Physical Sciences (Photography) program courses as assigned

Commonly used cameras, cameras, accessories, lights and related equipment

Darkroom procedures and practices for B/W and color film chemical and solutions

Skills and Abilities:

Demonstrate or indicate the proper use of all equipment, materials, supplies and related items used in Physical Sciences program courses

Provide substantive assistance to students on text and/or lab manual problems and questions in all Physical Sciences (Photography) program courses

Process B/W and color film

Excellent interpersonal skills

Excellent written and oral communication

Ability to work independently

Management, organizational and supervisory skills

Education and Experience:

A.A. degree in Photography, Art or related field

2 years directly related experience including paid experience in the field of photography

Working Conditions:

Classroom laboratory and darkroom

Frequent exposure to hazardous and potentially hazardous fumes and chemicals (film processing solutions)

Ability to lift up to 50 lbs.