

Sul Ross State University
Position Description

Official Title: Archival Photography Assistant **Salary Group:** 5 **Job Code:** 4254

Summary

Function: To provide technical support for the acquisition, preservation, and access of the photographic collections of the Archives of the Big Bend.

Scope: Performs duties as required to support the management of the photographic collections of the Archives of the Big Bend.

Duties

Essential: Makes photographic copy negative and copy prints; maintains physical and intellectual control of copy negative collection; carries out conservation measures for photographic collections; develops and carries out a plan for conserving and storing framed prints; does digital scanning of photographs and negatives. Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Other duties as assigned.

Supervision

Received: Reports to Archivist.

Given:

Education

Required: High School graduate or equivalent

Preferred: Bachelor's degree

Experience

Required: Demonstrated successful experience in standard photo darkroom techniques and or creation, maintenance and manipulation of digital images.

Preferred: Experience with handling of historic photographs and negatives

Equipment/Skills

Required: Excellent photography skills, traditional darkroom and or digital; be organized and attentive to detail.

Preferred: Knowledge of history and geography of the Trans-Pecos region of Texas.

Working Conditions

Usual: Bending, stooping, reaching, lifting. 20 hours per week between 8 a.m. and 5 p.m. Monday-Friday. Position is Security Sensitive.

Special: Occasional out of office, travel, after hours.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date Revised: January, 2004