



SOUTHWESTERN ILLINOIS RC&D, INC.

Title: **Photography Specialist**

Position Description Number: **03**

Classification: **Administration**

Position Summary:

The Photography Specialist will assist in the creation of a photographic database of specific projects as well as general natural resource, environmental, cultural, historic, scenic and agricultural subjects from within the region. Data collected and stored will be utilized in the creation of reports, presentations and publicity documents.

Key Responsibilities:

Specific duties include, but are not limited to, the following:

1. Works with RC&D, NRCS and Volunteer staff to identify, collect and store digital graphics, which will be utilized in the creation of reports, presentations and publicity documents.
2. Utilizes computer technology to increase the quality of graphics.

Qualifications:

The Photographic Specialist will possess:

1. A minimum of three years of direct experience related to the methods and techniques utilized in photography.
2. An in-depth knowledge in the use of a digital camera (provided by the RC&D).
3. A working knowledge of Adobe Photoshop 8.0.
4. An in-depth knowledge of 35 mm camera use (camera shared/loaned by USDA NRCS), including films, lighting, etc.
5. Reliable transportation and a willingness to travel throughout the seven RC&D counties.
6. Physical capacity to hike, bike, climb, etc. in order to obtain quality photos.
7. Access to email.
8. Excellent communications skills.

Supervision:

This position will report directly to the Operations Manager. The position will also have contact with RC&D and NRCS staff as well as volunteer staff.

Longevity:

The individual selected for this position is expected to serve for a minimum period of one year.

Level of Commitment:

It is expected that an individual will commit a minimum of sixteen hours per month towards activities associated with this position. This is an averaged estimate, which may fluctuate, based on specific project needs.

Workplace Location:

A significant position of the time proposed for this position would be spent in the field collecting photos. Portions of this work can be completed at the selected volunteer's home work station (editing photos), pending compatible software and hardware configurations. It would however be necessary to spend a portion of the time at the RC&D office to communicate with the Operations Manager, staff and other volunteers, as well as to coordinate the digital storage of these files.

Benefits:

The Photography Specialist is subject to the following benefits associated with this position:

- √ Reimbursement of approved expenses
- √ Ability to gain practical work experience; recognition for work products produced
- √ Ability to share in the rewards of assisting in the protection of the natural resources within the region
- √ Ability to meet new people
- √ Ability to share skills, and/or learn new skills