VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN I - PHOTOGRAPHY

BASIC FUNCTION:

Under the direction of a Dean, monitor and maintain an instructional photography laboratory and assist students with camera use and digital lab, lighting studio, and darkroom equipment and procedures.

REPRESENTATIVE DUTIES:

Monitor the use of a photography laboratory; assist students with assignments in accordance with faculty directives. **E**

Assist students with problems and questions related to the purpose and operation of a wide variety of cameras, processing and lighting equipment, and light meters; assist students with film and digital processing, and analog and digital printing processes, including composition, retouching, and mounting techniques. **E**

Issue materials and equipment to students for use in photography assignments; receive and process equipment, lockers, and materials loaned; maintain records. **E**

Prepare and mix developers, toners, fixers, and related photographic chemicals according to established safety practices and procedures. **E**

Store equipment and supplies; maintain storerooms and working areas in an orderly and clean condition. **E**

Maintain inventory records of supplies and equipment; prepare requisitions; request bids from vendors; receive and process supplies and equipment utilizing a computerized record-keeping system. **E**

Perform basic maintenance on photographic and computer equipment including minor repair and parts replacement. **E**

Create and print both black and white and color photographs for demonstration and instruction; create and catalogue instructional materials. **E**

Train and provide work direction to student assistants.

Assist students with basic computer skills and related software.

Perform related duties as assigned.

**E** = Essential duties

Revised July 2012
Established March 1998
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic principles of black and white and color photography
Zone System
Non-silver photographic processes
Commonly used camera and photographic laboratory equipment and associated techniques for routine maintenance
Darkroom film and paper processes and practices for black and white photographs
Color chemicals and solutions used in a photographic laboratory
Digital imaging systems, scanners, printers, computers, and related photography software
Principles of basic computer networking and maintenance
Data entry, record-keeping, and cataloging techniques
Principles of health and safety applicable in a photographic laboratory

ABILITY TO:

Use and explain a wide variety of camera formats, accessories, lights, and related equipment
Use and explain equipment used in processing and printing of color and black and white materials
Use and explain computer equipment used in processing and printing digital photographs
Operate and maintain a variety of photographic equipment including cameras, lighting equipment, and laboratory apparatus
Work effectively and cooperatively with students and instructional staff
Train and provide work direction to others
Observe health and safety regulations
Operate a computer and related software

EDUCATION AND EXPERIENCE:

Any combination equivalent to completion of two years college-level course work in photography or a related field and two years of related work experience.

WORKING CONDITIONS:

ENVIRONMENT:

Instructional photography laboratory environment

PHYSICAL ABILITIES:

Hearing and speaking to communicate with students and faculty
Dexterity of hands and fingers to operate and maintain photographic equipment
Seeing to observe film quality
Lifting heavy equipment and supplies
Reaching to retrieve and file records

HAZARDS:
Exposure to developing chemicals and other hazardous wastes