PHOTOGRAPHY LABORATORY TECHNICIAN

DEFINITION

Under general supervision, prepares and sets up laboratory for student use and classroom demonstrations; operates and maintains a variety of photography equipment; researches, orders, issues, receives and stores laboratory materials; monitors laboratory supply and material budgets and performs related duties as required or assigned.

CLASS CHARACTERISTICS

This classification assists faculty in the effective operation of a college instructional photography laboratory by applying laboratory procedures and techniques in performing a broad range of duties related to the day-to-day operation of a community college photography laboratory. It differs from other instructional assistant classifications in that the Photography Laboratory Technician does not tutor students, grade papers or perform classroom instructional support work on a regular basis, but rather provides technical support to both students and faculty.

EXAMPLES OF DUTIES (Illustrative Only)

- Set up, operate and demonstrate the use of specialized equipment, instruments and apparatus typically found in a community college photography program (E)
- Maintain and coordinate a clean and safe learning environment in the laboratory, classroom, laboratory office and storage areas (E)
- Inspect areas for hazardous materials spills (E)
- Prepare and maintain required documentation regarding the purchase, storage and disposal of hazardous materials (E)
- Order, receive, store and inventory equipment, supplies and materials for laboratory use (E)
- Issue and distribute instructional materials for student use in the laboratory (E)
- Prepare various solutions for demonstrations and students use (E)
- Provide technical support and serve as a resource to faculty, students and staff (E)
- Prepare and maintain a variety of records, logs and files related to supplies and equipment, inventory and purchase, student assistant schedules and chemical inventory (E)
- Must be willing to work safely with tools, equipment and hazardous materials (E)
- Operate specialized equipment used in a photography laboratory including enlargers, color processors, cameras and other photography equipment (E)
- Communicate with instructors, vendors and suppliers regarding photography laboratory purchases, operations and equipment (E)
- Assist faculty in writing instructions (E)
- Post instructions for students use in laboratory (E)
- Assemble, test, install, operate and maintain laboratory apparatus (E)
- Dismantle equipment, clean and return to storage or stockroom (E)
- Make minor adjustments and repairs on laboratory equipment and arrange for service or repair (E)
- May assist in conducting darkroom experiments, demonstrations and classroom orientations (E)
- Issue materials and equipment to students for use in photography assignments, keep records and effect the return of supplies and equipment loaned to students (E)
- Assist in the development of the department budget (E)
- Monitor the budget and prepare as directed (E)
EXAMPLES OF DUTIES (continued)

- Train and oversee the day to day work of student assistants (E)
- Schedule, assign and review work (E)
- Perform related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Laboratory equipment, supplies and materials typically used in instructional photography laboratories
- Principles and practices of photography including digital photography
- Preparation of photo chemistry and emulsions for various photographic processes
- Proper handling, storage and disposal of hazardous materials
- Health and safety precautions used in an instructional photography laboratory
- Operation and maintenance of instructional photography laboratory equipment
- Standard office practices and procedures including filing, the operation of office equipment, including personal or on-line computers as well as various computer software
- Oral and written communication skills
- Assembly, installation and operation of equipment, devices and apparatus

Ability to:

- Effectively operate and maintain an instructional photography laboratory
- Safely operate, maintain and demonstrate the use of specialized equipment, supplies and materials
- Maintain records and prepare reports
- Train and oversee the day to day work of student assistants
- Ensure proper and safe handling, storage, use and disposal of chemicals, hazardous materials, and other laboratory materials
- Prepare and/or collect instructional materials for laboratory activities
- Maintain a clean and orderly laboratory environment
- Operate a personal or on-line computer to enter, edit and retrieve data and generate reports
- Establish and maintain effective working relationships with those contacted in the course of work
- Prioritize duties and work effectively to meet deadlines

Other Requirements:

- Specific positions may require possession of a valid California driver’s license
- Specific positions may require or desire bilingual skill in a designated second language

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Two years of college coursework majoring in photography and two years of responsible photography laboratory experience comparable to the duties described above. Additional related college coursework may be substituted for experience on a year-for-year basis.

Established: July 1, 2007