



CIVIL SERVICE OF JAMAICA

MINISTRY OF SCIENCE, ENERGY AND TECHNOLOGY

Job Description and Specification

PROPOSED JOB TITLE:	Photographer/Audio Visual Technician
PROPOSED GRADE:	MCG/AVT2
POST #:	
UNIT:	Communications and Public Relations
REPORTS TO:	Director, Communications and Public Relations
MANAGES:	None

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in HRMD Branch

Date created/revised

JOB PURPOSE

The incumbent is responsible for providing comprehensive, high quality photographic services as well as operate and maintain equipment used to amplify, record and display audiovisual material in relation to the functions, activities and projects relating to the Ministry.

KEY OUTPUT

- Maintenance of sound and visual recording equipment
- Creation of audio visual products
- Installation of audio visual equipment
- Diagnosis and correction of multimedia problems
- Maintenance of equipment inventory
- Photographic services
- Daily content and engagement of MSET brand on Facebook, Youtube, Twitter and Instagram
- Social media program status reports
- Social Media Search Engine Optimization SEO tactics
- Social media calendar maintained
- Creation and maintenance digital photographic library
- Captioned photographs produced

TECHNICAL/PROFESSIONAL RESPONSIBILITIES

- Assembles, operates and maintains sound and visual equipment and designs recording products.
- Produces audio visual and multimedia products such as television and film productions, CDs, DVDs and video sequences.
- Sets up and installs equipment such as microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for events and functions such as concerts, sports events, meetings and conventions, presentations, and news conferences.
- Confers with meeting or events director to establish cues and directions.
- Monitors sound feeds to ensure quality.
- Diagnoses and corrects media system problems and makes appropriate arrangements for the repair of equipment as needed.
- Coordinates audio feeds with television images.
- Determines camera movements.
- Cleans audio and video equipment and store properly.

- Ensures the safe transfer of equipment.
- Compresses and digitizes audio and video data.
- Ensures the safe storage and integrity of data.
- Duplicates audio and video data.
- Creates outlines, storyboards and images from suggestion, ideas etc.
- Maintains inventory of equipment.
- Prepares for assignments by determining project goals, locations, and equipment needs.
- Tests equipment prior to use to ensure that it is in good working order.
- Determines desired images and picture composition; and selects and adjusts subjects, equipment and lighting to achieve desired effects.
- Ensures proper lighting is achieved by creating artificial light using flashes and reflectors.
- Takes posed and candid shots.
- Provides edited versions of tapes.
- Takes promotional pictures.
- Edits and stores photographs.
- Reviews sets of photographs to select the best work.
- Exposes high contrast film for predetermined exposure time.
- Selects and installs screens and filters in camera to produce desired effects.
- Keeps abreast of new developments and technology in the photography field by researching new photographic procedures and materials.
- Manipulates and enhances scanned or digital images to create desired effects, using computers and specialized software.
- Scans photographs into computers for editing, storage, and electronic transmission.
- Mounts, frames, laminates, and/or lacquers finished photographs.
- Develops and maintains a digital photographic library.
- Performs other related duties that may from time to time be assigned.

INTERNAL AND EXTERNAL CONTACTS

Internal

Contact	Purpose
Director, Communications and Public Relations	Guidance and work assignment
Director, Office Management	Liaison for equipment repairs and accessories
Minister, Permanent Secretary and Executives of MSET	Guidance and work assignment and photo coverage
All staff members in MSET	Information sharing

External

Contact	Purpose
Ministries Departments and Agencies	Assistance as needed
Media houses	Submission of material

PERFORMANCE STANDARDS

- Accuracy and timeliness are observed in the execution of duties.
- Minor repairs are carried out in accordance with established procedures.
- Audiovisual and photography equipment is kept clean and in proper working condition and damages or malfunctions are immediately reported to the Supervisor.
- Customer service is delivered in accordance with established guidelines.
- Good coordination and effective working relations exist with branches/divisions.
- Audio visual productions/material produced are of high quality.
- Confidentiality and integrity are maintained.

REQUIRED COMPETENCIES

The Performance Management and Appraisal System: Guideline System and Reference Manual – Competency Framework informed the following with grade ‘1’ being the lowest and ‘3’ or ‘4’ the highest:

Core	Level	Functional	Level
Oral communication	2	Problem solving and decision making	2
Written communication	2	Planning and organizing	1
Customer and quality focus	2	Use of technology - relevant computer applications used in multimedia production	4
Team work and cooperation	2	<u>Technical Skills</u> <ul style="list-style-type: none">• Working knowledge of audiovisual equipment and operating techniques.• Knowledge of camera and lighting techniques• Ability to work under pressure and meet tight deadlines• Strong attention to details• Creative, collaborative and	4

Core	Level	Functional	Level
		innovative thinking skills	

QUALIFICATIONS AND EXPERIENCE

- 5 CXC or GCE subjects inclusive of English Language and a numeric subject;
- Training/Certificate in Audiovisual Technology;
- Training/Certificate in Photography;
- At least two (2) years' experience working in multimedia production and photography.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal office conditions
- May be required to work beyond normal working hours
- May be required to sit and stand for long periods of time
- May be required to travel island wide

AUTHORITY

- None