



JOB DESCRIPTION

Name of employee	:	Vacant
Job Title	:	Photo Intern
Functional team	:	Marketing
Reports to	:	Studio Manager
Number of subordinates	:	TBC

Purpose of the job

The primary role of the Photo Intern is to be a visual storyteller. By editing, and presenting images effectively, they tell a story in a way that no other media can. The subject matter can vary greatly. Our photographs serve the purpose of enhancing the story for the reader or viewer. The photographer works to a brief set by JAM.

Photo Intern must be knowledgeable about the tools of the trade and new trends.

He/she need to be able to take photo's and use editing software.

He/she must be able to compose and set up the photo for top quality and edit without changing the actual photograph or content.

Assisting main Photographer

Photo Intern must be able to do suitable photo selections for advertising, corporate, editorial and social photography applications.

Photo Intern

The Photo Intern must have an excellent sense of organization to understand and follow a guide that keeps each item in the library in its place with easy access. They must understand how it works and how to keep it up to date with the thousands of items that need to stay organized.

All photo and video materials need to be protected by the strict use of signed protection agreements of these assets.

Key performance Indicators

Weight

Work Activities

Exact tasks vary according to the specialization:

- Work with the Snr. Manager, global marketing and other stakeholders to discuss the images they require and how they want to use them;
- Seeking out appropriate photographic subjects and opportunities;
- Manage the processing and use of images, discussing technical problems, checking for quality and dealing with donors concerns;
- Prepare proofs for approval;
- Compile finished products;
- Understand photography;
- Manage photo back ups;
- Must know camera settings;
- Take photographs when necessary as opportunity arises;
- Write captions or headlines to accompany photos
- Use image-editing software such as Photoshop to edit images;
- Pitch ideas and photographs to marketing team;

Knowledge and Experience

100%

- Knowledge of techniques, principles and equipment of photography
- Knowledge of basic computer operations and software.

You may be required to perform duties not specifically stated in your job description from time to time provided that such duties are related to JAM operations.

Key skills/competencies

- Languages: English is essential
- Computer literacy at an intermediate level
- Willingness to learn
- Self starter with hands on approach towards business

Qualifications required

Interested in Photography, Fine Arts, education from which comparable knowledge, skills and abilities have been achieved in mentioned.

Experience required

- Minimum 2 years experience in photography

Limits of authority

- Authority is limited to the tasks described above. Any variation requires supervisory approval.

Date of most recent revision: _____

Signature of employee: _____

Signature of line manager: _____

Original: Employee personal file

Copies: Employee; Line Manager; Central HR folder (for all to access)

