

# **INSTITUTE OF JAMAICA**

**(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)**

Applications are invited to fill the following **temporary** position in Central Administration of the Institute of Jamaica (IOJ):

## **PHOTOGRAPHER (MCG/AVT 3)**

### **Job Summary**

To photograph digitally activities, events and artifacts/objects from the National Collection in a manner that facilitates archiving.

### **Key Responsibility Areas**

- Performs photographic shoots in-house and off-site
- Ensures proper lighting for studio work
- Ensures the proper handling, storage and care of all photographic equipment
- Photographs and maintains database of staff members
- Digitizes photographic hardcopy collection
- Chooses appropriate software for storage of photographic collection
- Catalogues/captions each photograph to ensure accuracy of records
- Burns CDs of various photographic shoots as required
- Prepares requisitions for photographic material
- Recommends the purchase of photographic equipment e.g. cameras, lighting and scanner.
- Makes reprints/enlargements from negatives.

### **Minimum Qualification/Experience/Competencies**

- Four (4) CXC or GCE subjects including Mathematics or Accounts and English Language
- Diploma in Photography and/or Videography
- Two (2) years' experience
- Awareness of Jamaican history and culture.

### **Special Conditions Associated with the Job:**

- Expected to work beyond the normal working hours, holiday or week-ends.
- Expected to travel outside of Kingston and St. Andrew.

Applications should be submitted no later than **September 30, 2021** to:

**Director Human Resource Development & Management  
Institute of Jamaica  
10 -16 East Street  
Kingston**

**Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)**