

INSTITUTE OF JAMAICA

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

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

PHOTOGRAPHER (MCG/AVP 3)

JOB SUMMARY

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

KEY RESPONSIBILITY AREAS

Key Responsibilities:

- 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 as agreed
- 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/advises on the purchase of photographic equipment e.g. cameras, lighting and scanner.
- Makes reprints/enlargements from negatives as requested.

REQUIRED COMPETENCIES

Core Competencies

- Customer and Quality Focus
- Oral Communication
- Written communication
- Teamwork and Co-operation

Technical Competencies

- Use of Technology
- Knowledge of Chemistry and chemical processes associated with photography.
- Awareness of Jamaican history and culture.

MINIMUM QUALIFICATION/EXPERIENCE

- Four (4) CXC or GCE subjects including Mathematics or Accounts and English Language
- Diploma in Photography and/or Videography
- Two (2) years experience

Special Conditions Associated with the Job:

- Expected to work outdoors
- 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 **December 3, 2021** to:

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

Email: personnel@instituteofjamaica.org.jm