


Ref #:	
<div style="text-align: center;">  <h2 style="margin: 10px 0;">Government of Trinidad and Tobago</h2> <h3 style="margin: 0;">JOB DESCRIPTION</h3> <h3 style="margin: 0;">CONTRACTUAL POSITION</h3> </div>	
JOB TITLE: PHOTOGRAPHER	
JOB SUMMARY:	
<p>The incumbent is required to provide photography services for the Ministry/Department/Agency. Duties include using various photographic equipment and software to capture high-quality photographs that document government operations, events, and initiatives.</p>	
REPORTS TO:	Head –Communications or designated officer
SUPERVISION GIVEN TO:	N/A
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ▪ Provides photography services for the Ministry/Department/Agency's events and initiatives. ▪ Takes pictures of subjects using cameras and oversees the editing and processing of images in digital or print format. ▪ Takes professional headshots. ▪ Archives photographic images and maintains database. ▪ Manages photography sessions. ▪ Uses and maintains modern and traditional technical equipment (cameras, lenses etc.) ▪ Assembles and sets up a range of technical tools and equipment used in photography, such as cameras, lenses, camera stands, lighting equipment, and backdrops. ▪ Works collaboratively with multimedia professionals to produce a combination of photos, videos, and sounds. ▪ Maintains up-to-date knowledge of recent digital and film photography techniques and adjusts accordingly to industry changes. 	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Sound understanding of photography best practices and procedures. ▪ Knowledge of photo editing software, for example, Photoshop, Capture One or other photography-specific software. ▪ Knowledge of the production process for online publishing and various printing applications.

	<ul style="list-style-type: none"> ▪ Proficiency with the use of camera equipment. ▪ Photography etiquette for corporate-style events.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proven professional shooting experience. ▪ Proficiency with traditional and modern equipment. ▪ shooting, lighting, and printing skills. ▪ Competency in applying photographic best practices and techniques. ▪ Photojournalistic approach to taking images. ▪ Ability to take candid shots. ▪ Ability to juggle multiple tasks. ▪ Ability to produce excellent quality images in any environment. ▪ Ability to use different types of photography lenses. ▪ Ability to take professional headshots. ▪ Ability to work with other professionals in related fields. ▪ Ability to work flexible hours to accommodate client schedules. ▪ Strong interpersonal and communication skills.
MINIMUM EXPERIENCE AND TRAINING:	
	<ul style="list-style-type: none"> ▪ Minimum of 3-5 years' experience in providing photography services for corporate events. ▪ 5 CSEC O'Level passes. ▪ Technical Vocational Training in Photography as evidenced by a Certificate from a recognized institute. ▪ Any suitable combination of experience and training