

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Photo Lab Assistant

**BASIC FUNCTION:** Under the supervision of area Dean, provides technical support to the digital and analog photo laboratory and its operations. Meet the needs of students and faculty and have thorough knowledge of a digital and analog photo lab environment and the computer software used in digital photography.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Mixes chemistry for wet labs.
2. Maintains chemistry at appropriate temperatures.
3. Unpack, organize and orderly storage of inventory and maintains inventory counts for various analog and digital photography lab supplies and basic office supplies.
4. Conducts lab repairs and maintenance, including but not limited to: enlarger filter holders, enlarger brakes, enlarger springs, timers, filters, chairs, minor plumbing, switching out keyboards, mice and other computer accessories if broken, assess technical problems and call the technical department to fix computer(s).
5. Cleans and maintains film developing tanks and reels.
6. Diagnoses analog and digital camera failures and damage.
7. Performs minor analog and digital camera and lighting repair.
8. Checks and replaces camera batteries.
9. Researches and downloads camera manuals and maintains a library of camera manuals.
10. Maintains material safety data sheets (MSDS).
11. Ships and tracks repairs: cameras, lenses, print dryers.
12. Using a professional calibration tool, calibrates computer monitors and projectors.
13. Researches and updates printer profiles for all digital cameras used by students and faculty.
14. Administers daily clean up of the lab.
15. Periodic inventory of all equipment including, but not limited to, tracking and responding to verification requests for Perkins' grant inventory.
16. Prints and laminates photographs for outdoor display, mount and maintain display.
17. Prints photographs for classroom displays, hang and maintain displays.
18. Orderly storage of mounted final-project photographs for use in the annual student photography show.
19. Creates, maintains and updates database document for camera and equipment checkout and loan contract(s) for student loan equipment.
20. Organizes, tracks and facilitates student check-out and check-in of District equipment, including but not limited to: cameras, lenses, filters, bags, battery chargers, and tripods.
21. Identifies when District equipment is not timely returned and contact student, via email and telephone, to ensure equipment return.
22. Advises and assists students in locating new and used camera equipment for purchase on the Web.
23. Sets up and breaks down laptop computer and link to projector for instructors.
24. Assists instructors in the setup of lighting equipment for lectures and class demos.
25. Identifies when updates to photography software become available and install updates on lab computers for software including, but not limited to: Photoshop, Lightroom and digital camera tethering software.
26. Sets up and maintains digital camera tethering capabilities for computers for studio class.

27. Assists students in the use of: Lightroom and Photoshop; Analog and digital camera operations; Darkroom equipment; Darkroom techniques; Lighting setups; and General computer use.
28. Participates in District-provided in-service training programs.
29. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
30. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** A minimum of one year of general experience in a digital and analog photo lab setting using basic supplies, computer software, and instrumentation of the industry.

**LICENSES/CERTIFICATIONS:** None

**KNOWLEDGE OF:** Understand and follow oral and written directions, establish and maintain an effective working relationship with students and staff. Must have thorough knowledge of digital and analog photo equipment, supplies and chemicals and computer software used in digital photography. Must have general knowledge of computers and computer software, including but not limited to: Word, Excel, FileMaker Pro and web browsers.

**ABILITY TO:** Learn principles, practices, and environmental health and safety regulations applicable in the disposal of hazardous materials; generate and maintain accurate computerized records, databases, reports and files; learn and comply with all safety practices applicable to laboratory operations; set up lab equipment and materials used in exercises; safely handle, store and dispose of hazardous materials; promote and maintain effective working relationships with those contacted in the course of work; work independently in carrying out assignments of position.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Students, faculty, vendors and other district staff.

**PHYSICAL EFFORT:** Must be able to lift up to 45 lbs.

**WORKING CONDITIONS:** Normal digital and analog photography lab environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.