

Misk Schools Job Description – School Photographer

Job Title	Department	Salary Grade
School Photographer	Communications and Marketing	TBA

1	Reports to
	Director of Communications and Marketing

2	Core Purpose
	<p>To capture formal and informal moments of school life, creating and managing a rich, diverse, and high-quality image library in support of school storytelling – both digitally and in print. Photographs should feature happy faces but should not look posed. They should reflect engaged learning and show positive interaction between all members of the school community. The Misk Schools photographer will need to forge strong relationships with internal ‘clients’, communicating effectively and working in a non-disruptive and considerate manner.</p>

3	Responsibilities
	<ol style="list-style-type: none"> 1. Work with the Director of Communications and Marketing to identify photographic opportunities, proposing creative approaches to capture the best possible images for each opportunity 2. Take pictures of students and staff in formal and informal environments for the use on social media, website and other online and print publications. Examples include but are not limited to lessons and classroom activities, performances, sports matches, co-curricular activities, graduations, and other special occasions eg National Day and Founding Day – as well as daily life on campus 3. Pre-plan and set up props, lighting etc, to ensure the success of each shoot 4. Be thoroughly familiar with the school campus and able to recommend the best location for each shoot, ensuring photos showcase the USPs of the campus as well as of the educational model 5. Manage and direct individual and class photoshoots as well as profile shots of the staff team 6. Get to know which individuals are non-consented and be responsible for ensuring photographs of these individuals do not appear publicly 7. Edit and process images until they meet the appropriate standard 8. Manage photo selection, archiving and indexing to ensure quick and easy database access to images 9. Take responsibility for the correct purchasing, usage and maintenance of technical equipment, cameras, lenses etc 10. Work closely with the School Videographer as well as the other team members in the Department of Communications and Marketing to come up and execute creative ideas that enhance the school’s marketing strategy.

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11. Undertake additional duties as and when required by Director of Communications and Marketing

4 Qualifications

- Bachelor's degree in Photography or a related field

5 Experience

- A minimum of four years' working as a professional photographer. Education experience a plus
- Knowledge of the production process for both digital and print publishing
- Expert in the use of photo manipulation software (Adobe Photoshop or similar)
- Expert in the use of digital SLR cameras, lenses, and associated equipment

6 Commitment and Abilities

- Ability to communicate clearly in written and spoken English and Arabic
- Evidence of good organizational skills, including record keeping/ archiving
- Team player with the ability to develop and maintain critical relationships internally and externally, including with people from other cultures
- Proactive approach and enthusiasm for working in an environment of positive change and development
- Ability to be flexible, organize own workload, attention to detail, work calmly under pressure, and meet agreed deadlines
- Commitment to professional development by taking part in training, mentoring, and coaching
- Proficiency in the use of IT for administration purposes