

ARCHDIOCESE OF CINCINNATI POSITION DESCRIPTION

POSITION TITLE: Photographer & Graphic Designer

EFFECTIVE DATE: 10/26

DEPARTMENT: Communications

POSITION SUMMARY:

The Photographer & Graphic Designer oversees photography needs and assists in graphic design projects for the Communications Department of the Archdiocese of Cincinnati, including *The Catholic Telegraph* magazine. This individual is passionate about capturing the beauty of the Catholic faith through the lens of a camera and possesses the technical knowledge and capability to do so. The Photographer & Graphic Designer collaborates with staff and outside groups to coordinate photo shoots and captures imagery consistent with the photographic style of both *The Catholic Telegraph* and the Archdiocese. The Photographer & Graphic Designer assists the Creative Director with graphic design needs. In addition, the Photographer & Graphic Designer also has primary responsibility for the ongoing growth and maintenance of the department's Image Library (Canto).

The Photographer & Graphic Designer reports to the Creative Director and collaborates closely with the entire staff of the Department of Communications, as well as other Pastoral Center offices. The Photographer & Graphic Designer must be a model of professional conduct and always represent the Archdiocese of Cincinnati with honesty and integrity.

CREDENTIALS & EXPERIENCE:

1. A practicing Catholic in good standing with solid knowledge of the Catholic Church. Passion for the Catholic faith and sharing it with others. Interested in engaging with stories of faith.
2. Bachelor's degree in photography, graphic design, photojournalism or related field from a four-year college or university.
3. Passionate about photography and visual storytelling. Familiarity with DSLR/mirrorless cameras and Adobe CC editing software. Excellent portfolio demonstrating breadth of photography skills. An editorial approach to photography with at least basic understanding of photojournalism skills.
4. Graphic design skills including proficiency with Adobe InDesign and Illustrator. Strong understanding of design principles of typography, visual hierarchy, layout, and composition.
5. Ideally, this individual would: (a) have experience photographing events or working in a publication/media setting; (b) understand composition, lighting, and photojournalistic techniques; (c) have experience in graphic design and layout for print publications.

6. Ability to work both with a team and independently, respond productively to coaching, and meet deadlines. A self-starter with appropriate sense of urgency and strong attention to detail.
7. A person who is collaborative and enjoyable, pleasant and responsive; someone who builds productive and mutually respectful relationships and engenders trust.
8. Communication proficiency. Must be able to speak and write succinctly to clearly convey accurate information and engage an audience. Experience engaging with subjects in the field and building rapport to capture natural emotions and reactions.

REPORTS TO: Creative Director

DUTIES & RESPONSIBILITIES:

- 1.* Help lead visual storytelling for The Catholic Telegraph by brainstorming imagery ideas for stories and providing moodboards that communicate concepts effectively with the creative team. Contribute ideas for print and digital media.
- 2.* Coordinate, lead, and execute photoshoots from start to finish. Edit images using Adobe Lightroom and Photoshop. Engage in copywriting of stories as requested by supervisor. Create photo essays as appropriate for Catholic Telegraph web content.
- 3.* Assist Creative Director with graphic design needs for the archdiocese as able, including publication layout, advertisements, and promotional materials for special events.
- 4.* Upload, organize and tag photos in Canto, the archdiocese's digital asset management system. Continuously enhance the utility of, and access to, this valuable tool. Assist others in use of Canto.
- 5.* Ensure that journalistic integrity, ethics, photo privacy standards, content attribution, and copyright laws are always followed in photography and archiving.
- 6.* Understand the brand and graphic standards of the Pastoral Center and its various ministries and help ensure that these are faithfully and creatively brought to life. Be a steward of the Pastoral Center marks and graphic standards.
- 7.* Support the ongoing photography priorities of the archdiocesan Communications office as requested, including attending and photographing events with the Archbishop, special liturgical celebrations, the charitable projects of the Church, and documenting diverse expressions of the Catholic faith throughout the region. Participate in department and Pastoral Center priorities/activities as requested by supervisor(s).

SUPERVISION RECEIVED: Works under the direction of the Archdiocese Creative Director

SUPERVISION EXERCISED: N/A

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT:	Salary	7 hours per day	35 hours per week
	260 Days	12 months	

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date