



## Communications Job Function

# Photographic Assistant I

## Grade 49

### Summary

Assisting in the processing of films and prints.

### Typical Duties

1. Develops and processes prints, slides, copies, films, microfilms, and/or photostats using routine darkroom techniques.
2. Makes prints and enlargements.
3. Maintains files of negatives and prints.
4. Maintains inventory of photographic laboratory supplies and equipment.
5. Prepares darkroom solutions.
6. May take photographs and films.
7. Performs related job duties as required.

### Typical Requirements

*Education:* High school graduate or equivalent preferred.

*Skills and Experience:* Previous photographic experience preferred.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.