



Position Description

Photographer

JOB PURPOSE:

The Marketing and Communications team at Princeton Theological Seminary is seeking a skilled Photographer to capture the vibrancy of campus life, academic events, and community engagement. The ideal candidate will have experience photographing high-impact event images in a diversity of settings, taking high-quality headshots, and capturing engaging photos of campus features, including buildings and outdoor surroundings. The Seminary’s Photographer must also be highly skilled at efficiently processing and color-correcting images, managing the upload of assets into the digital asset management (DAM) system, distributing assets to stakeholders as needed, and working with tight turnaround timelines. Night and weekend work is required, as is occasional travel to off-campus events and shoots.

ESSENTIAL FUNCTIONS: List the essential functions of the position, indicating the primary functions first, and the approximate percentage of time spent on each category over the course of a year. Only list duties or responsibilities that require 10% or more (<i>equivalent to half day per week or 5 weeks per year</i>) of the position’s time. Functions less than 10% of a job are not considered essential. You may group similar functions into sections and provide an overall % of time for that section. Please round to the nearest 5%, starting at 10+%. The total should equal 100% for all essential functions or sections of essential functions. Note: Add section headers and/or functions under each header as necessary in accordance with the guidance above. Guidance: three to five headings with sub-functions is a good benchmark.	% of time
Photography <ul style="list-style-type: none"> • Photograph campus events, faculty and student activities, and promotional imagery, ensuring that presence at events does not detract from attendees’ experience. • Collaborate with designers, writers, and marketing staff to produce photography that supports institutional storytelling, campaigns, and publications. • Ensure photography reflects and reinforces the Seminary’s visual brand standards and institutional identity. • Secure and manage freelance photographers for high-priority/high-volume events. • Maintain and organize photography equipment, ensuring readiness for assignments. 	60%
Image Editing and Asset Management	40%

<ul style="list-style-type: none"> • Edit and color-correct images to maintain a consistent and high-quality visual aesthetic. • Apply consistent metadata, tagging, and naming conventions to ensure images are easily searchable and reusable across departments. • Create curated galleries for stakeholders, including alumni, faculty, executive leadership, external vendors. • Resize photos for a variety of uses across the web, social media, print, and video. 	
Total	100% time
OTHER FUNCTIONS:	

QUALIFICATIONS

CREDENTIALS REQUIRED:

- Bachelor’s degree in Photography, Visual Arts, Media Production, or a related field, or equivalent professional experience.
- 3+ years of professional experience in event photography, preferably in an educational or nonprofit setting.
- Strong understanding of how to capture both individual and group shots, including composition, lighting, and staging as needed.
- Advanced color correcting and post-production skills.
- Advanced knowledge of digital photography techniques.
- Ability to work flexible hours, including evenings and weekends, to cover events.
- Proficiency in Adobe Lightroom, Photoshop, and DAM (Bynder preferred) software.
- Knowledge of traditional and digital printing processes preferred.
- Strong organizational skills and ability to work independently under deadlines.

PHYSICAL / ENVIRONMENTAL DEMANDS:

Lift and transport photography equipment and lighting gear, set up photo environments, and work flexible hours including occasional evenings and weekends.

Prepared by:

Date: