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Class Specifications for the Class:ILLUSTRATOR-PHOTOGRAPHERDuties Summary:

Designs and prepares a variety of graphic and illustrative art work; operates still and motion picture cameras, accessories and processing equipment; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for designing and preparing artistic renderings and for taking pictures and processing films primarily for use in illustrating the presentation of educational material through various media to health, welfare, educational personnel, students and/or to the general public. General supervision is received from the supervisor who normally sets the theme or idea which is then executed into its final artistic or photographic product by a position in this class.

Examples of Duties:

Illustrates leaflets, pamphlets, booklets, newspaper releases and other material for educational, publicity, publication training or other purposes; draws and letters charts, posters, signs, transparencies, graphs, etc., using inks and paints; makes color drawings and charts for slides; prepares layout of booklets, pamphlets, exhibits, displays, etc.; designs and constructs and/or supervises the construction of exhibits; prepares materials for duplication and reproduces materials; takes pictures in black and white and color with still and motion picture cameras; processes film and makes contact and projection prints; makes color slides; cuts and edits motion picture films; mixes developing, firing and other solutions; advises and/or demonstrates to individuals or interested groups concerning art or photographic work; makes purchases of art and photographic supplies; makes minor repairs to art and photographic equipment; attends and participates in staff meetings; keeps abreast of advancements in the field of art and photography; and maintains files of drawings, prints and negatives.

Knowledge and Abilities Required:

Knowledge of: Principles of design and composition; various reproduction processes; materials and equipment used in the visual arts, including audio-visual presentation; principles, practices and techniques used in taking and processing still and motion pictures; photographic materials and equipment; and developing solutions.

Ability to: Design and lay out art work skillfully and effectively; do skilled freehand drawing and lettering; operate cameras and other photographic equipment; develop and print film; work accurately and carefully; and apply artistic imagination for effective presentation.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class ILLUSTRATOR-PHOTOGRAPHER by the Department of Education Civil Service system.

DATE APPROVED: APR 18 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources