

Role Definition : Photographic Assistant

Reporting to: Head of Photography and ultimately Head of Communications

Responsibilities

- Digitally processing and touching-up digital photographs from the photographers as required.
- Editing and grading film footage into short movies
- Responsible for model movement logistics, liaising with model makers, warehouse, and architects.
- Upkeep of all photographic equipment including digital cameras.
- Responsible for all ordering of photographic related supplies.
- Maintaining the photographic studios and studio equipment.
- Assisting staff to use cameras and studio facilities.
- Contribute, or otherwise assist, as required
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- Assisting the photographers, architecture team and other teams in the studio and on site as required.
- Occasional photography of people, models, events and sites

Qualities, skills and experience required

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Good organisational skills
- Good written and verbal communication skills
- Good interpersonal skills
- IT skills including Adobe Photoshop, Lightroom, Premiere, After Effects, Bridge
- Able to work efficiently under pressure and to tight deadlines
- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Self-motivated and able to work diligently without close supervision
- Able to manage and prioritise tasks and time efficiently
- Able to work as part of an effective team assisting and supporting team members
- Appreciation of, and commitment to, the business of the Practice
- Good interpersonal skills
- Flexibility to work occasional weekends and out of hours as required.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

January 2023