

**From:** Human Resources Department

**TO:** Kehinde Ajayi

**Role:** Photographer

**Reports to:** Funke

**Job Objective**

* Capturing and editing high-quality photograph
* Understanding and utilizing different photograph techniques, lighting and equipment to achieve desired results.

**Job Responsibilities**

* Meet with clients or advertising staff, discussing the brief, studying assignments and goals and determining location or equipment needs
* Retouch, resize and enhance images as needed using Photoshop or other photography software
* Schedule people, location and equipment
* Prepare the location, get permits and release forms if necessary
* Create and edit photography in print and digital
* Produce digital images from the film
* Deliver final product to outside sources, media and corporate departments including graphic designers

KPIs

* Timeliness
* Delivering quality photographs to both clients and internal customers