



# Example of Photo Editor Job Description

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Our company is growing rapidly and is looking for a photo editor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for photo editor

- Assist the Photo Director with all of her major cover and feature shoots, handling all of the details and logistics of every shoot from booking travel, handling location agreements, holding hair and makeup artists
- Read scripts and create editorial story through visual imagery
- Manage a high volume of digital assets
- Collaborate with editorial and production teams to conceive photo-centric ideas
- Work on specialty requests and assist with photo production when needed
- Produce photo shoots including negotiating with photographers, managing budgets, location scouting
- And once images are secured, they will share thorough caption information with editors and the AD Research Department
- Researching, pitching, and assigning photographers for the FOB and special sections
- Research, produce and edit compelling imagery for front-of-the-book lifestyle, food and travel stories
- Work with Photo Editor to make sure all costs are tracked and budgets maintained

## Qualifications for photo editor

- Experience finding and obtaining permission of images through photo agencies and non-traditional photo sources, such as social media
- Assist with designing online graphics and print materials within the

- Process and place magazine articles and photos into sections according to layout plans
- Assist in photo research within our internal photo collection and through external online photo agencies
- Archive and organize photographs into the organizations photo database
- Review proofs for printed materials