

POSITION AVAILABLE

JOB TITLE: Photographer/Imaging Specialist

DEPARTMENT: Collections

FLSA STATUS: Non-Exempt

JOB SUMMARY:

The Photographer/Imaging Specialist provides technical, production, quality control, and logistical digital photography and scanning services; visually documents original museum collections as well as CHM activities, programs, exhibitions, and products; helps sustain and enhance CHM's role as a premier research institution by maintaining excellent customer service and providing imaging services suitable to the needs of a broad group of users; improves access to CHM's collections and supports CHM's revenue-generating operations through the adherence to best practices for the creation, management, and delivery of digital images in the most efficient and cost-effective manner possible.

ESSENTIAL FUNCTIONS:

- Provide digital photography and scanning services to document collections materials including manuscripts, books, photographic prints and negatives, broadsides, drawings, paintings, and three-dimensional objects
- Provide photographic services to document CHM exhibitions, public programs, and other activities
- Support the management of digital images through accurate metadata creation and the development of and adherence to digital production and order fulfillment workflows and quality standards
- Organize and prepare collections materials for digitization; utilize safe object handling methods when handling collection materials; maintain security of collection materials and alert appropriate Collection staff to any preservation or conservation concerns identified during digitization process
- Utilize Photoshop to perform image correction, digital retouching, and other image manipulation services as needed
- Work with Imaging and Technical Services Manager, Licensing and Reproductions Coordinators, and other staff to develop safe, efficient, and effective workflows for creating, editing, replacing, and managing digital images and fulfilling work orders
- Develop and follow efficient workflows to meet production, quality, and metadata requirements and deadlines
- Maintain Photo Lab equipment and supply stores in ready order to support operations
- Demonstrate excellent customer service and communication skills when dealing with internal and external clients and photographic subjects

- Advise the AWM Director of Collections in developing annual departmental goals, objectives, and budget
- Demonstrate visual acuity and attention to detail in all aspects of day-to-day work; ability to lift/carry/move objects weighing up to 30 lbs., climb step ladders, stoop, stand, and keyboard are also essential functions for this position
- Create a team spirit and enhance communication so that staff members work collaboratively and in a supportive manner across departmental and functional areas
- Contribute to and promote a positive culture at CHM through interactions with colleagues, external partners, and all audiences and through the products developed and services delivered.

OTHER DUTIES:

- Enhance and verify descriptive and administrative metadata of existing digital objects following national and local metadata/cataloging practices in an accurate manner
- Resolve duplicate/conflicting digital object ID numbers assigned to existing images
- Other related duties as assigned

QUALIFICATIONS:

- B.F.A. in Photography (M.F.A. preferred)
- Minimum one year professional photographic and/or scanning experience, including studio photography and knowledge of studio lighting techniques
- Experience working with original, historical materials in a museum, archive, or library setting
- Proficiency with MS Office Suite and Photoshop, including image correction and digital retouching required; experience using Lightroom preferred
- Experience working with Silver Fast scanning interface and digital scanner required
- Working knowledge and experience with digital asset management software (preferably Portfolio) required
- Ability to develop and follow efficient workflows to meet production, quality control, and metadata requirements and consistently meet deadlines
- Ability to multitask, prioritize, and work accurately and efficiently and in an organized manner to meet expectations in a deadline-driven environment
- Excellent visual acuity and attention to detail
- Excellent customer service and communication skills required to communicate with photographic subjects and internal and external clients
- Ability to lift/carry/move up to 30 lbs., ascend/descend ladders required
- Demonstrated commitment to collaboration, teamwork, and customer service
- Ability to solve technical and procedural problems creatively

- Excellent oral and written communications skills
- Understanding of traditional (film-based) photographic processes and terminology

SALARY and BENEFITS: Salary is competitive. Excellent benefit package

Please upload your cover letter, resume with salary history, and the names and phone numbers of three work references **in 1 document to:**

<https://home.eease.adp.com/recruit/?id=7111831>

SALARY HISTORY REQUIRED- RESUMES SUBMITTED WITHOUT ABOVE LISTED MATERIALS WILL **NOT** BE CONSIDERED **Background check required**

EOE

M/F/D/V

No phone calls

please