The Menil Collection
Position Description

Title: ***Imaging Services Specialist***

Department: Collection Management

Reports to: Digital Asset Manager

The Menil Collection seeks a qualified individual to support the Department of Collection Management with rights and reproductions requests.

General Responsibilities:

The Imaging Services Specialist processes internal and external requests for images of objects in the collection to be reproduced, seeing requests through from initial contact to providing deliverables. This public-facing position plays an important role in fostering the institution's relationships with artists, other museums, and the general public. The Imaging Services Specialist also assists with special projects such as ARTstor image contributions, a large-scale museum-wide digitization initiative, and implementation of digital asset management software.

Specific Duties:

1. Respond to public requests for photographic material to be reproduced.
2. Initiate rights and reproductions contracts and invoices and establish rates for usage.
3. Maintain databases, process signed agreements and payments, and track receipt of copies of publications.
4. Assist with research and resolve copyright permission issues related to the reproduction and filming of collection objects for print, website, and press use.
5. Update licensing and photography agreements as needed.
6. Work with various museum departments to secure copyright permission for reproductions featured in Menil Collection publications.
7. Assess digital image files for quality assurance purposes and identify images that need to be rescanned or photographed from their original formats.
8. Research, vet, enter, and update copyright credits and photography credits in the collection management database, The Museum System (TMS).
9. Research, vet, enter, and update image metadata into digital asset management software.

Qualifications:

1. A BA in an arts-related field such as Art History, Museum Studies, or Media Studies, and knowledge or appreciation of art and architecture is preferred.
2. 2-3 years' experience in a rights and reproductions role is highly desired, preferably at a museum, image archive, or other arts-related or non-profit organization.
3. Excellent written and verbal communications skills, including the ability to professionally and diplomatically communicate with artists, artist foundations and estates, museums, artist rights societies such as ARS and VAGA, and the general public.

4. Knowledge of intellectual property law, including “fair use” and similar copyright issues, is desired, as well as the ability to interpret and communicate copyright information to the layperson.
5. Strong visual acuity, including the ability to notice flaws such as dust or digital artifacts in images.
6. Basic understanding of digital still image file creation including image sizing, bit depth, color profiling, image resolution, compression, and creating derivatives.
7. Working knowledge of digital archiving standards and best practices including file naming and embedding and extracting metadata into and from digital image files according to standards and workflows.
8. Exceptional attention to detail and conscientiousness, including good proofreading skills and the ability to track complicated projects. Experience handling multiple deadline-driven projects simultaneously is preferred.
9. Must enjoy working both collaboratively and independently.
10. Basic knowledge of The Museum System (TMS) and digital asset management software preferred.
11. Familiarity with Photoshop, Acrobat, Filemaker, and the Microsoft Office Suite, particularly Excel and Word.
12. Ability to work on both Mac and PC.

Salary and benefits competitive and commensurate with experience. Please send resume, cover letter, and salary expectations to: Director of Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: smmaloch@menil.org.