

The Menil Collection Employment Opportunity

Title: *Conservation Imaging Specialist*

Department: Conservation

Reports to: Chief Conservator

Status: Full-time

General Responsibilities:

The Conservation Imaging Specialist is responsible for managing, planning, and executing imaging processes in the conservation department. A majority of the work is visible light photography but also includes visible-induced and non-visible imaging of paintings, 3D objects (including outdoor sculpture), works on paper, and time-based media. The imaging specialist works alongside conservators and conservation staff to determine the best documentation of objects to assist conservators with treatments, exhibitions, and collections maintenance. The specialist also undertakes and assists research projects that contribute to the body of knowledge in conservation and cultural heritage imaging.

Specific Duties:

1. Manage and execute photography and conservation documentation including visible light photography, videography, photomicrography, infrared photography and reflectography, ultraviolet photography, multispectral and hyperspectral imaging, x-radiography, computational photography (such as RTI and photogrammetry), and audio documentation of works of art.
2. Perform processing and post-processing of captured data.
3. Handle objects with a level of care appropriate to art and cultural heritage artifacts.
4. Work with conservators to identify and implement imaging procedures for documentation of cultural heritage and art objects using best practices (i.e., AIC and FADGI). Stay abreast of developments and changes in documentation practices and implement them as needed.
5. Ensure the use of proper documentation elements and targets, including ID plate, raking light indicator, scale bars, and color targets.
6. Help develop, maintain, and implement imaging and digital asset workflows department-wide.
7. Enter metadata for effective digital asset management in coordination with the conservators.
8. Manage photography studio, x-ray room, and workspaces: maintain department photography, lighting, imaging equipment, and supplies.
9. Prepare recommendations and budgets for new equipment purchases.
10. Maintain calibration of department computers and monitors and assist conservation staff in imaging-related hardware and software maintenance.
11. Generate prints of images.
12. Serve as museum's radiation safety officer and maintain related x-radiography equipment.
13. Occasionally assist and consult other departments with digitizing and documenting art objects; assist hired contract photographers as needed.
14. Occasionally work alongside conservation and art services to handle exceptionally large or heavy works of art.
15. Serve as Radiation Safety Officer and meet state regulation compliance obligations for the facilities and x-radiography training.

16. Attend professional meetings and give lectures or publish papers.
17. Perform other duties as assigned.

Qualifications:

1. A bachelor's degree is required, with an MA/MFA preferred (imaging, studio art, art history, or related field) as well as three years of professional photography and/or imaging experience, preferably within a museum environment.
2. Thorough understanding of digital still image file creation, including image bit-depth, color profiling, calibration, image resolution, compression, and the creation and management of derivative and master files.
3. Demonstrable visual acuity and attention to detail in all aspects of imaging work.
4. Expertise in digital imaging, storage, and preservation, as well as knowledge of pertinent developments in the field.
5. Excellent interpersonal and organizational skills to balance a workload based on exhibition schedules, loan requests, conservation treatments, and other department priorities.
6. Significant digital photography and imaging experience, including the use of Adobe Photoshop, Adobe Bridge, Capture One, image stitching software, and computational imaging software.
7. Computer skills with additional familiarity with The Museum System (TMS) collection management software preferred.
8. Ability to work on both Mac and PC and knowledge of directory structures and file management.
9. Must enjoy working in a fast-paced, collaborative work environment.
10. Outstanding oral and written communication skills, attention to detail, and the ability to forge effective relationships throughout an organization are essential.

How to Apply:

For immediate consideration, please email your resume and cover letter to hr@menil.org

You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.