

## **The Menil Collection Employment Opportunity**

**Title:** *Photographer (part-time, grant-funded)*

**Department:** Collection Management

**Reports to:** Digital Asset Manager

The Menil Collection seeks a qualified individual to support the Department of Collection Management with photography duties. Work will be conducted onsite at the Menil Collection for a 12- to 18-month period.

### **General Responsibilities**

The Photographer assists with a large-scale museum-wide digitization initiative by producing high-quality digital images of collection objects for both publication and scientific research purposes. The Photographer uses Menil equipment to photograph collections and other materials as needed, processes and edits digital images, embeds metadata in digital images, and stores image files according to established workflows.

### **Specific Duties**

1. Use digital cameras to create images of museum collection objects and other materials as needed.
2. Ensure use of proper documentation elements, including ID plate, raking light indicator, scale bars, and color targets.
3. Perform post-capture image processing and editing, resulting in publication-ready images.
4. Name files and embed metadata in digital images according to museum standards and guidelines.
5. Upload digital images to Menil network servers and work with Digital Asset Manager and Imaging Technician to ensure all files are received and stored properly.
6. Work collaboratively with members of Collection Management and Conservation to facilitate the safe and efficient movement and photography of collection objects.
7. Collaborate with Conservation Imaging Specialist to cooperatively capture conservation and collections photography in a shared studio space, minimizing unnecessary handling of objects and maintaining the highest standards of image quality.
8. Operate and maintain Menil photography equipment following standards developed by Conservation Imaging Specialist.
9. Travel to attend specialized training courses as needed.
10. Prepare recommendations and budgets for additional photography equipment as needed.
11. Work collaboratively with team members to identify and implement improvements in digital capture methods, digital image processing procedures, and digital workflows.

### **Qualifications**

1. Bachelor's degree in Photography.
2. A minimum of two to three years' experience in a photography role, preferably at a cultural heritage institution, photographing flat and three-dimensional objects.

3. Proficiency in the use of imaging hardware, studio lighting equipment, and tethered capture techniques and software.
4. Thorough understanding of digital still image file creation including image sizing, bit depth, color profiling and calibration, image resolution, compression, and the creation and management of derivative and master files.
5. Working knowledge of best practices, including file naming and embedding metadata into digital image files according to IPTC standards.
6. Experience working with FADGI and Metamorfoze guidelines for cultural heritage imaging.
7. Advanced skill level with Capture One, Photoshop, and Bridge software.
8. Familiarity with Microsoft Office Suite.
9. Ability to work on both Mac and PC.
10. Must be flexible, willing to adapt to changing studio conditions, and enjoy working in a collaborative space.
11. Must be able to stand for long periods of time, climb ladders, and lift equipment that may weigh up to 50 pounds.

**Schedule**

19 or fewer hours per week during regular business hours (9-5, Monday-Friday), 2-3 days per week.

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](mailto:smmaloch@menil.org).