



Digital Assets Coordinator/ Museum Photographer

JOB SUMMARY

The Digital Assets Coordinator/ Museum Photographer at Historic Deerfield is responsible for the creation and management of digital images with primary focus on the photography of the museum collection, exhibitions, museum building exteriors and interiors, and town landscapes. The position also includes overseeing the film and digital photo assets housed within the Curatorial Department, and facilitating their use by the public and museum staff. This position supports Historic Deerfield's commitment to making the museum collection widely accessible through its online database and print and digital publications. The Digital Assets Coordinator/ Museum Photographer works closely with the Collections Manager, Assistant Registrar, Curators, and other members of the Curatorial Department. Reporting to the Collections Manager, this role is a full-time, benefited position (35 hours per week) with a starting salary of \$40,000 - \$42,000.

CORE DUTIES

- Digitally photograph museum collection objects in coordination with Collections Manager and/or curators; edit and process image files and apply appropriate metadata.
- Prepare objects for photography, including movement of objects to and from the photography studio, and set up of lighting, backdrops, etc.
- Create and edit high-quality digital images for museum publications such as *Historic Deerfield* magazine, exhibitions, annual report, members' newsletters, and catalogs.
- Create and edit high-quality digital images of exhibitions, galleries, museum and historic house interiors and exteriors, and town views.
- Create and maintain object reference binders for use by guides in historic houses in conjunction with curatorial staff.
- Maintain the photography studio, supplies, and equipment for museum use according to best practices.
- Keep informed about standards and best practices for image creation and preservation. Develop, update, and document standards and protocols for image capture and editing, creation of master and derivative files, file naming and metadata capture.
- Facilitate access to digital assets housed in the Curatorial Department to museum staff. Respond to outside requests for images.

- Create media records and link image files in museum collections management system (MimsyXG).
- Manage all photographic film, print and digital files, including the photographic archives.
- Assist with supervising non-staff photographers and filmmakers on museum property in consultation with the Curators and/or Collections Manager.
- Photograph staff for identification cards and marketing/communications purposes.
- Occasionally provide fill-in support in photographing programs and events at the museum.
- Prepare annual operating budget and capital budget requests for Collections Manager.
- Supervise interns and volunteers when necessary.
- Serve on museum committees and participate in interdepartmental projects as assigned.
- Perform other tasks as requested or required by the Collections Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree in photography or a related field, plus 3 years of relevant experience or an equivalent combination of education, training, and experience.
- Strong knowledge of principles and techniques of studio lighting and digital photography to successfully photograph two and three-dimensional objects and produce detailed shots. Direct experience with professional digital imaging required.
- Experience with museum collection databases and digital asset management systems is a plus.
- Experience working in museums, libraries, or other collections-based institutions is preferred and knowledge of art handling procedures is desirable.
- Excellent computer skills and willingness to learn emerging technologies are necessary. Advanced experience with Adobe Photoshop or other imaging programs required. The ability to evaluate images, edit and color correct is essential. Proficient use of Microsoft Office Suite (especially Word and PowerPoint) required.
- Demonstrated ability to work successfully with little direct supervision.
- Excellent organizational skills, problem solving skills, follow-through, and attention to detail.
- Excellent verbal and written communication skills.
- Possesses a high level of initiative and the ability to conduct independent and directed projects.
- Ability to manage multiple projects to successful completion on time, and adapt quickly to changing priorities.

- Team player able to work collaboratively with other departments within the museum.

PHYSICAL REQUIREMENTS

- Frequent standing, bending, squatting, kneeling, stretching, grasping, lifting, carrying equipment, working above shoulders, climbing ladders, ascending and descending stairs.
- Sitting for extended periods while performing desk-based computer tasks, use of a telephone, and fine motor skills for digital photo editing and other computer-based tasks.
- Ability to lift objects weighing up to 30 pounds.
- Visual acuity close up and at a distance required to evaluate, edit, and color correct images.

* - Consistent with its obligations under the law, the Museum will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of their job.

WORKING CONDITIONS

- Work is performed primarily in an office environment and photo studio, but also can take place in public settings, outdoors, and indoors.
- Occasional evening and/or weekend hours may be required for special events.
- May be exposed to dust, mold, and/or other organic material or other irritants in historic houses or storage areas. Appropriate personal protective equipment provided.

About Historic Deerfield

Historic Deerfield, Inc., a not-for-profit museum of American history and art in western Massachusetts. The successful candidate will join a talented staff with deep expertise and a shared commitment to interpreting the history and culture of early New England and the Connecticut River Valley. Historic Deerfield is an affiliated member of Five Colleges, Inc., and is a part of the Museums10 network.

Historic Deerfield is committed to a policy of Equal Opportunity Employment and nondiscrimination against any individual on the basis of race, color, religion, sex, sexual orientation, transgender status, marital status, national origin, ancestry, genetic

information, age, disability, veteran status, or any other classification protected under state or federal law.

TO APPLY: Please submit a cover letter, CV or resume, and names of three references to Betsy McKee, Assistant to the President, jobs@historic-deerfield.org. Review of applications will begin on February 1, 2024. Applications will be accepted until the position is filled.