

Conservation Photographer/Conservation Assistant Full Time, Salary Exempt



Position Summary

The Conservation Photographer/Conservation Assistant has sole responsibility for creating accurate, informative photographs of ICA conservation projects, which become part of the permanent records of ICA and are provided to clients upon completion of conservation projects. They coordinate this process from start to completion for more than 350 projects annually. ICA projects range from portrait miniatures to murals to monumental outdoor sculpture. Objects are often fragile and in unstable condition and have to be handled carefully and appropriately.

Photographic duties are not anticipated to require full time work. The remainder of the time for this position will entail assisting ICA conservators and other staff with any ICA projects, as needed and as time permits, depending upon the candidate's training, experience, and expertise.

This position reports to the Director of Project Management and Collection Services. They liaise with the entire staff, and trains and supervises student interns as needed.

Principal Duties and Responsibilities

Conservation Photography

- In collaboration with conservators, takes digital photographs of ICA conservation projects, before, during and after treatment, in ICA lab or off-site at project locations.
- Chooses backgrounds, selects lenses, determines angles and arranges lighting to best record particular qualities or conditions of specific objects
- Takes digital photographs in diffused, raking, polarized, specular, IR, and UV light as needed.
- Shoots 4 x 5" color film transparencies, when needed
- Judges quality of digital photographs on computer screen as they are taken, using appropriate software, to determine optimal exposures
- White-balances, color corrects and adds metadata to digital images, using Adobe Bridge and Photoshop
- Labels and organizes digital photographic files for ICA's permanent records
- Makes JPEGs, TIFFs, contact sheets and other digital files from photographic RAW files
- Makes and labels photo CDs or flash drives for ICA clients

Other Photography

- Takes candid photographs of events and activities, both on ICA premises and off-site
- Transports photographic equipment to off-site locations in own vehicle as needed
- Takes portraits of staff or other specialty photographs, as required
- Researches sources for specialist photographic supplies and services
- Makes digital reproductions of X-ray film, 35 mm slides, etc. with camera or scanner

Documentation Administration

- Coordinates specialist photographic services, such as production of color transparencies or oversize digital reproduction prints for display
- Prepares cost and time estimates for non-routine photographic projects

- Monitors condition of cameras, software, and photographic equipment, recommending and facilitating repairs and replacement, as necessary
- Monitors photographic supplies, ordering as necessary
- Keeps up to date on developments in cameras, photographic software and equipment
- Manages Photo drive in ICA server, working on the backlog to organize folders, label files and delete the unnecessary, to improve the permanent records, as time permits
- Maintains order, cleanliness and security of photographic lab
- Moves objects to and from the photographic lab and arranges objects for photography, making judgments about safe transport and handling of fragile objects in many media

Conservation Assistance

- Assists ICA conservators and preparators and ICA clients in unloading, loading, moving, deinstalling, installing and delivering art objects as needed.
- Assists with any ICA project as needed and as available depending upon the applicant's training, experience, and expertise.
- Other duties as assigned

Qualifications

College courses in photography are required, Bachelor of Arts in art, art history or related subject preferred. Knowledge of art media useful for position

Training in photography and handling of art objects required. Work experience as museum photographer, preparator, or technician highly desirable.

Strong organizational skills, with the ability to prioritize and manage multiple projects, and to meet firm deadlines. Project coordination experience desirable.

Verbal communication skills, grace under pressure, ability to make independent decisions, and to interact with staff at all levels and the public necessary.

Proficiencies in digital and traditional photography, including special lighting requirements for art objects, and in Adobe Bridge and Photoshop. Familiarity with Microsoft Office Suite required.

Ability to frequently travel locally and occasionally travel out of state.

Ability to stand for long periods, climb stairs frequently, safely use ladders and scaffolding, lift 50 pounds, and work in locations ranging from confined spaces to the open air in all weather.

Generous benefits include health, vision, life, short-term disability, and long-term disability insurance; vacation and medical leave.

Please send a cover letter and CV to info@ica-artconservation.org. To discuss the position, contact Julie A. Reilly at 216-658-8700 or at the email address above.

ICA is an equal opportunity employer that values diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.