



## **FREELANCE DIGITAL IMAGING SPECIALIST**

*The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.*

The Museum seeks a freelance Digital Imaging Specialist to assist with digital image capture, post-production, and high-quality archival printing. Ideally, the appropriate candidate will commit to one day a week, though a flexible schedule will be considered, starting late June through September. Additional days may be added as needed by project demands according to the candidate's availability, with the potential to continue some tasks after September. The position directly reports to the Vice President, Museum Collections; and works closely with the IT Manager for Collections.

## **MAJOR RESPONSIBILITIES**

- Operate a Hasselblad H4D 50MS, as well as a copy stand, and a Hasselblad X5 film scanner in an onsite state-of-the-art digital lab.
- Stage and photograph two- and three-dimensional museum objects in the studio using a variety of lighting techniques.
- Assist with QA, post-production, and retouching as needed.
- Working closely with the IT Manager for Collections, accurately name digital files and track workflow according to established procedure.
- Carry out high quality archival facsimile printing utilizing a large format Epson printer.
- Other studio responsibilities include ordering and maintaining supply inventories for a large format Epson printer, and tracking completed orders and payment confirmation for billable work.

## **COMPETENCIES & SKILLS**

- Bachelor's degree in photography and at least two years of experience in digital imaging, or the equivalent combination of experience and training.
- Thorough working knowledge of best practices in the digital imaging of museum objects, including lighting techniques, cameras, workflow, and FADGI guidelines.
- Experience with digital capture of two-dimensional work using a copy stand.



- Experience photographing three-dimensional work under studio lighting conditions.
- Experience with a high-end multi-shot camera and strobes.
- Previous experience imaging with fragile objects in a high-volume digitization lab.
- Expertise in Adobe Photoshop.
- Demonstrated attention to detail.
- Ability to work collaboratively and communicate clearly.
- Ability to be flexible in the event of shifting priorities.
- Experience with Hasselblad Phocus
- Experience with Hasselblad film scanners or similar equipment
- Calibration and color profiling knowledge

### **BENEFITS**

The position is freelance, paid hourly. The position is structured to have separate rates for printing and post production, and one for capturing new digital image. Please include your hourly rate requirements for each type of work in your cover letter.

### **HOW TO APPLY**

Please email your resume and cover letter to the Museum of the City of New York, Attention: Human Resources Department to [jobs@mcny.org](mailto:jobs@mcny.org).

To be considered, please include **Freelance Digital Imaging Specialist** within the subject line of your email.

*The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.*

*The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.*