

The Yale Center for British Art has a job opening for a Digital Imaging Technician. For further details or to apply for the position, please visit <http://www.yale.edu/hronline/stars/application/external/index.html> and search for STARS Req ID 3981BR.

Yale Center for British Art
Museum Technician 2: Digital Imaging Technician
Standard - 37.5 hrs (M-F, 8:30-5:00)
Job Level D

Essential Duties

1. Under the supervision of the Associate Registrar [Manager of Imaging and Rights and Reproductions], and in cooperation with the Photographer, maintain workflow of new digital images from point of capture to archiving and points of access/delivery, including receiving, processing and archiving digital images created by the photographer in the imaging studio, and scanning images from film.
2. Properly edit, organize, archive and/or distribute digital files based on a defined workflow and according to established procedures and standards. Workflow may include organizing images on server(s), ingesting and cataloguing images into a DAM or equivalent, linking/cataloguing images into the media module of TMS and uploading images to one or more digital repositories or image archives or services. Monitor and maintain appropriate storage and archiving procedures.
3. In association with the Photographer, evaluate incoming digital image files for capture quality, neutral/gray balance, color accuracy, sharpness, contrast and density when compared to original objects and accepted standards; edit as appropriate. Assist in maintaining best practices in digital imaging, with a strong understanding of metadata and color management.
4. Verify object identification; verify and enforce file naming conventions and image formatting.
5. Check and enter technical metadata into digital files, TMS media module and/or DAM per established procedure.
6. Digitize color transparencies including scanning, evaluation and editing. Supervise student scanning assistants; provide regular quality control and evaluation of student work.
7. Perform retroactive/routine processing of preexisting and backlogged digital images according to the defined workflow.
8. Monitor and maintain the majority of software and hardware used to capture, edit, copy and save images. Regularly calibrate studio monitors, scanners and printers. Regularly verify color management settings in imaging software. Assist other departments in calibrating hardware and software.
9. Create, duplicate and manipulate digital media and produce match prints as required. Respond quickly to requests for delivery of digital files (via server, FTP or burned to CD/DVD) and highly accurate match/guide prints for printing digital images.
10. Assist department staff in locating images and image metadata when necessary.
11. Consult with the Associate Registrar, Photographer, Information Technology Department and Collections Catalogue Coordinator as necessary to refine existing procedures or resolve issues that may arise.
12. Maintain a current awareness of digital technology and trends, especially within the cultural heritage sector; investigate and report on promising developments, products or procedures.

Participate in the planning and implementation of new systems and technologies.

13. Perform additional functions incidental to departmental activities.

Education and Experience

1. Six years of related work experience, four of them in the same job family at the next lower level, and a high school education; or four years of related work experience and an Associate's Degree; or little or no work experience and a Bachelor's Degree in a related field; or an equivalent combination of experience and education.

Additional Education and Experience

1. Experience in the areas of digital imaging, image collection management or digital archives.
2. Experience with databases and meticulous data entry, and understanding of database concepts.
3. Knowledge of best practices for long term digital image archiving.
4. Preferred: Bachelor's degree in Photography, Digital Imaging, Library or Information Science (MS) or related discipline; experience in a museum, archive and/or library environment; familiarity with cultural heritage information standards; two years experience in the areas of digital imaging, image collection management, digital archives or managing large quantities of digital assets; experience with TMS collection management system; experience with a Digital Asset Management system; pre-press/pre-production experience.

Skills and Abilities

1. Ability to discriminate and adjust fine variation in tone and color in digital images and print output according to target values and when comparing images to original objects.
2. Excellent organizational and communication skills.
3. Ability to work in a defined and procedural way, and to feel comfortable suggesting new approaches.
4. Reliable, accurate, and organized.
5. Demonstrated understanding of digital image file parameters (bit depth, color profiles, resolution, compression and image sizing) and color management.
6. Strong understanding of computer file management, storage and backup concepts.
7. Proficiency in both Mac and Windows operating systems and facility with programs on both platforms; extensive knowledge of PhotoShop and solid experience with Microsoft Office programs, including Word and Excel.
8. Familiarity with technical metadata and evolving metadata standards.
9. Ability to work well both independently and in a team, maintain attention to detail, prioritize multiple tasks and work well under deadlines.

Background Check requirement

All external candidates for employment will be subject to pre-employment screening. All offers are contingent on successful completion of a background check.