Position Available

Title: ICAA Digital Imaging Associate
Reports To: Associate Director, ICAA
Pay Type: Full-Time, Regular, Exempt, 35 hrs/week
Salary: Commensurate with Experience and Education
Benefits: Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule: Monday – Friday, 9am – 5pm
Work Location: Montrose Building, non-smoking facility

Responsibilities:

Imaging
- Works alongside ICAA Associate Director to implement and ensure quality standards and protocols for the processing and publishing of documents in the Documents of Latin American and Latino Art digital archive
- Performs day-to-day tasks associated with document image processing including: document scanning, image enhancing and conversion, and preparation of images for publishing
- Conducts research to locate necessary images through library resources in the United States or abroad; as needed, works with Hirsch Library staff in requesting interlibrary loans of these materials
- Organizes and maintains all ICAA image files; performs image quality control and maintenance
- Manages and responds to image requests from outside parties and institutions;

Other Duties
- Executes and manages the copyright procurement process for all ICAA documents and images; liaises with copyright holders in the U.S. and internationally
- Accurately records and regularly updates copyright records in the ICAA database and files
- Assists in the production of exhibition catalogues; this includes researching and securing images and copyright permissions for chronologies, plates, and essays
- Prepares all credit lines for ICAA publications; ensures that this information is accurate and properly formatted;
- Performs other related duties as requested.

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Skills, Knowledge and Abilities:

- Strong interpersonal skills and the ability to work with people with varying levels of technological knowledge
- Must have strong organizational skills and the ability to prioritize and work on multiple projects simultaneously with minimal supervision
- Extensive knowledge of flat-bed and overhead scanners and image processing programs, particularly Adobe Creative Cloud
- Native knowledge of Spanish is essential; reading knowledge of Portuguese is desired

Education and Experience:

- BA in Photography, Art History or similar field; post-baccalaureate degree beneficial
- Prior work experience in a visual resources collection preferred
- Experience working in digital and/or print publications is desirable
- Experience with digitizing archival and rare materials is desirable

How to Apply:
Send resume to Human Resources, Job 20-122CUR, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfah.org.