



**Flaten Art Museum**  
**Museum Photography Assistant**  
**Job Description**  
(Revised 1.10.2017, 1.9.2023)

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The Museum Photography Assistant is responsible for documenting objects from the Flaten Art Museum collection for the database, documenting exhibitions, events, and saving images for archival purposes.

- Move objects from storage areas to the media room using proper object handling methods
- Handle and photograph 2D and 3D objects of varying sizes and surfaces while maintaining conservation standards for artifacts
- Set lights for both 2D and 3D objects
- Take high quality digital images
- Rename image files according to Museum numbering system
- Edit images in Photoshop
- Document museum exhibitions and events for archival purposes

**EXPECTATIONS:**

- Adheres to college policies and procedures
- Acts with integrity as a representative of the college
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor
- Consistently reports to work on time
- Communicates schedule changes to supervisor in advance, and reschedules if necessary

**QUALIFICATIONS:**

- Ability to work independently
- Extremely detail oriented
- Proficient with Photoshop
- Knowledge of lighting techniques
- Prior experience with camera and photography equipment
- Previous experience shooting 2D and 3D objects

**WORK SCHEDULE:** 2-4 hours per week between 8:00 –5:00 Monday – Friday, flexible

**SUPERVISOR:** Krista Anderson-Larson, Collections Manager, Flaten Art Museum

**COMMENTS:**

Staff will provide training on how to use the media room and equipment. Training in proper object handling will be provided.