



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

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.