



DIGITAL IMAGING AND PHOTOGRAPHY MANAGER

The Woodman Family Foundation seeks an experienced individual for our new DIGITAL IMAGING AND PHOTOGRAPHY MANAGER position, responsible for overseeing and executing a full range of analog and digital photography functions and systems.

Ideal candidates will have significant experience in all facets of image production, including digital color management and retouching, digital asset management, and image production workflow. They will also have familiarity with fine art quality printing. Additionally, the role will entail managing and fulfilling image requests from galleries, publishers, and other external partners. We are seeking a detail-oriented and organized team member who is both visually fluent and technically proficient. This position reports to the Executive Director and works collaboratively with our small team. Flexibility and comfort with the cross-functional nature of small non-profits are essential.

ABOUT THE FOUNDATION:

The Woodman Family Foundation stewards the artwork and legacies of three artists: Betty Woodman (1930 – 2018), sculptor and ceramicist; Francesca Woodman (1958 – 1981), photographer; and George Woodman (1932 – 2017), painter and photographer. We maintain and oversee a substantial collection of artworks by each artist from all periods and media, organize museum and gallery exhibitions and publications of their work, and facilitate the placement of their works in public collections. We are in the process of cataloguing the extensive archives of each of the artists to create a study center open to scholars and curators and developing a grant making program to support the arts.

www.woodmanfoundation.org

PRIMARY RESPONSIBILITIES:

Digitization and Image Management

- Color-correct, print match, retouch, silhouette, and re-size digital images of artwork and archival assets.
- Supervise scanning and printing of artworks at imaging labs, including coordinating schedules, managing deliveries, and being present onsite to review and approve exhibition prints.

- Schedule and provide in-person supervision of photography of artworks, including sculpture, paintings, and photographs, to meet Foundation image standards.
- Develop and implement a system for file naming and organizing, managing metadata, and archiving of digital image files. Integrate pre-existing image files into that system.
- Collect, process, and quality-control incoming digital images of artwork and exhibition installations from external sources such as galleries and museums.
- In-house scanning of a variety of analog materials.

Image Coordination and Communication

- Work directly with publishers and designers, review proofs for book projects, and provide feedback and final approval remotely and on-press as needed.
- Liaise with Foundation staff and external partners including galleries, museums, editors, and book publishers to fulfill requests for high-resolution images, providing appropriate image file specs for press, promotional, presentation, and publication needs.
- Manage invoices, expenses, and accounts with photographers, vendors, galleries, and museums.

QUALIFICATIONS AND SKILLS:

- Minimum of 5 years related experience performing and managing photography and digital imaging functions with a gallery, museum, publisher, artist endowed foundation, auction house, photographer's studio, or fine art printing studio.
- Advanced proficiency in Photoshop, including significant understanding of color-space and color correction, retouching, silhouetting, reformatting, resizing, and preparing files for a variety of uses including offset print publications.
- Strong visual acuity and color sensibility in approving images to exacting standards.
- Experience proofing images for catalogues, books, or other print-based publishing.
- Knowledge of digital asset management standards and best practices including file-naming, metadata, and file formats.
- Proficiency with Mac-based computer systems, Word, Excel, Adobe Suite, Google Suite, and FileMaker Pro or similar databases.
- A developed understanding of a variety of visual art media including black and white analog photography, painting, and sculpture.



Our ideal candidate is proactive and adaptable, shows initiative, and establishes and follows through on long and short term goals; works independently with excellent time management skills in meeting shifting deadlines; and has strong communication skills. Equally important, they are excited to be an integral, collaborative member of our small team, and are committed to the mission and goals of our Foundation.

COMPENSATION:

Salary is \$60,000-\$65,000 for 4 days per week, commensurate with experience. Benefits include contribution toward health/medical insurance, participation in our 401(k), two weeks paid vacation and 10 paid holidays.

TO APPLY: please send resume and cover letter to jobs@woodmanfoundation.org

The Woodman Family Foundation is committed to expanding diversity, equity, access, and inclusion in our field. We recognize that a successful candidate will meet many of the requirements listed on this job description, but may not meet all of them, and we encourage you to apply for this role if you meet many of them. We are an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.