

REQUEST FOR CONSULTANT

Digitization Technician, Newcomb Art Museum

SCOPE OF WORK:

The Newcomb Art Museum is looking for an individual to contract as a Digitization technician. The Digitization Technician will digitize the museum's object collection in support of an ongoing shelf inventory. The primary goal of this project is to digitize the museum's objects and records in EmbARK, the museum's collections management database.

WORK PERIOD:

Contractor is expected to work 560 hours over a two year period. Work will begin on or around March 1st, 2020, to be completed by March 1st, 2022.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Photography or related field
- Experience in studio photography
- Experience in data entry and documentation
- Experience handling museum quality objects and documents

REQUIRED KNOWLEDGE, SKILLS, ABILITIES/COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS WORK SUCCESSFULLY:

- Knowledge of digital digitization techniques, including studio lighting, use of copy stand and scanners
- Working knowledge of photo-editing software and digital asset management
- Patience, dexterity and an attention to detail
- Ability to safely lift 40+ lbs. and climb ladders

PREFERRED QUALIFICATIONS:

- Master's degree in Photography, Art History, or a related discipline
- Experience handling museum quality objects and archival material
- Working knowledge of museum or archival databases, preferably EmbARK or TMS
- Bailee's coverage and general liability insurance

ESSENTIAL FUNCTIONS:

An incumbent assigned this classification will perform some or all of the following universal essential functions approximately 95 percent of his/her time:

ESSENTIAL FUNCTIONS OF THE JOB:	Typical % Allocation
Photograph or scan each object, capturing all views and details, as well as documenting conservation concerns. Scan acquisition and donor files. Embed Metadata into each image and manage digital asset storage. Work with Inventory Technician to move oversized and fragile artworks.	85%
Resolves discrepancies using established methods.	10%
Presents progress and findings to stakeholders on a monthly basis and biweekly with Collections Manager in one-on-one meetings	5%
Total Essential Percentage Allocation for All Essential Functions	100%

BID

To bid, please submit resume, letter of interest, and proof of insurance to Sierra Polisar at spolisar@tulane.edu. This is a grant funded position paying \$18- \$20 an hour.