

Position Available: Artifact Photographer

The Strong owns and cares for the world's most comprehensive collection of toys, dolls, board games, video games, books, documents, and other historical materials related to play. The artifact photographer plays an integral role on the curatorial team, working closely with the vice president of collections, the collections manager, the curators, and the library staff, to document all incoming acquisitions with digital images.

Essential Functions:

- The specifications described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Complete photography of incoming and recent acquisitions in coordination with the collections manager.
- Perform all functions—including image capture, editing, and storage—of the digital image process and maintain image databases.

Additional Responsibilities:

- As directed by the curators, move artifacts after photography to their final storage locations and update the location record in the collections management database.

Knowledge, Skills & Abilities:

- The candidate may have any combination of education and experience but should possess the required skills and knowledge for successful performance. Our general minimum requirements are:
- Experience handling objects with care and working in collections databases.
- Excellent studio photography skills and familiarity with image editing in Photoshop.
- Record, enter, store, and maintain thorough and precise information about artifacts in written and electronic form.
- Must be extremely accurate and organized. Careful attention to detail in inspecting objects to assess their condition, evaluate their characteristics, and determine the best techniques for handling.
- Must be good at active listening, conflict management, cooperation, facilitation, negotiation, and be open to feedback.
- The ability to handle difficult and stressful situations with professional composure is vital for this position. This job requires the ability to communicate effectively in both oral and written form using the English language.
- This job requires skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. The ability to exercise sound judgment in making critical decisions is essential.

- Must be self-motivated, well-organized, and flexible. A strong ability to multi-task and work with competing deadlines and varying priorities while avoiding workflow bottlenecks is essential.
- A high degree of comfort and proficiency with computer technology and software, especially Microsoft Office, is important. The ability to learn new systems, as needed, is also beneficial.
- Must consent to and pass a pre-employment drug screen and background check as conditions of employment.

These qualifications are considered a plus:

- Experience using a collections management database.

Please apply at <https://www.museumofplay.org/about/employment>.