

Archive Photography Technician

New Orleans Jazz & Heritage Foundation

One Year Full-Time Position with Benefits To apply, please send a cover letter and resume to hr@jazzandheritage.org by April 30, 2024, with an anticipated start date in June 2024

About the New Orleans Jazz & Heritage Foundation Archive

The Jazz & Heritage Archive is in a small Creole Cottage in the French Quarter. About one third of the space is storage and we have six offsite storage areas in three states. There are two full time archivists. The main Foundation offices and the George and Joyce Wein Jazz & Heritage Center, which houses our music school and most public programs are a mile away in the Treme neighborhood. The Foundation is an ambitious organization with lots of programming and active staff who care deeply for the New Orleans artistic and cultural community.

Job Description, Equipment and Basic Workflow

The Archive Photography Technician will be responsible for assisting the Jazz & Heritage Foundation's Archive in scanning film photography collections, saving items according to required specifications, applying descriptions, and creating accessibility in a Digital Asset Management program. The Technician will work closely with the Digital Collections Manager under the supervision of the Archivist.

Essential Duties and Responsibilities

The below duties and responsibilities are essential core functions of this position. Other duties may be assigned as needed.

- Scan film photography including negatives, slides and photographs
- Name each scan and save it as a high-resolution .tiff and .jpg files
- Maintain an organized and accurate record of scanning projects.
- Assist with the description and organization of born digital photography in DAM program

Job Qualifications

Below are the minimum requirements necessary for this position.

- Bachelor's degree or some college-level education in Photography, Computer Science, History or related field
- Knowledge and skills in digital imaging, photography, or related fields.
- Proficient with digital imaging software and scanning hardware
- Exceptional attention to detail and organizational skills.
- Familiar with digital asset management concepts.

- Ability to understand and become knowledgeable of Jazz & Heritage Archive's holdings and ability to interpret and articulate this knowledge to others.
- Ability to work as part of a team and collaborate with others, as well as demonstrated ability to work independently.
- Ability to be flexible and responsive to an evolving work environment.

Preferred Job Qualifications

- Knowledge of and experience with high-end digitizing equipment and software.
- Knowledge of Louisiana, regional music history.
- Knowledge of or experience with archival theory or practice.
- Experience with metadata or archival description.

One Year Full-Time Position with Benefits

Salary Range: \$40-45,000, commensurate with experience.

Benefits

- Medical, Dental, & Vision Plan
- Life Insurance Plan
- Paid Holidays, Paid Time Off & Sick Time Off
- Retirement Plan
- Paid Parking

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