

## Photographer



### About Arts Centre Melbourne

Situated in the heart of Melbourne's cultural precinct, the Arts Centre Melbourne presents world-class performing arts in a year round exciting program. Experience Australia's best performing arts companies and exceptional international productions, alongside celebrations of comedy, cabaret and popular music.

Our values describe behaviours we will demonstrate in our interactions with Visitors, Presenters, Government and each other: Leadership, Community, Care More and Creativity.

### About the Business Unit

The purpose of Collections is to enrich and inspire diverse audiences through the understanding and enjoyment of Australian performing arts history.

The objectives of the Business Unit are:

- To be Australia's leading museum for the performing arts, and create a world class venue to showcase the Performing Arts Collection.
- To demonstrate excellence in the care, development, preservation, documentation, and display of the Performing Arts Collection
- To provide our audiences with meaningful experiences through dynamic exhibitions and public programmes, and innovative digital engagement.
- To recognise and celebrate our diverse communities and their role in the visual and performing arts
- To support contemporary practitioners through active collecting, exhibiting and commissioning

### About the Position

<b>Primary Purpose</b>	The role is responsible for documenting the Arts Centre Melbourne's State Collection of the Performing Arts and Public Art collections using best practice methods.
<b>Reports to</b>	Collections Manager
<b>Direct Reports</b>	Student Interns
<b>Key Relationships</b>	<b>Internal</b> ACM Collections team, Facilities team, Finance team, Legal and Governance teams <b>External</b> Contractors, other collecting institutions, and other industry professional bodies
<b>Position Type</b>	Part time Fixed Term

<b>Salary Classification</b>	3.1
<b>Financial Delegation</b>	-

<b>Key Criteria</b>	
<b>Qualifications</b>	An appropriate tertiary qualification in Photography, Fine Art, or related field. Minimum of 2 years of experience of digital photography in a museum, gallery, or similar setting. Studio management experience preferred; or an equivalent combination of education, training, and experience.
<b>Experience</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Demonstrated experience in theoretical and working knowledge of studio photography using a range of set ups including digital cameras, studio lighting, and copy stand imaging for both 2D and 3D objects including paintings, prints, posters, costumes and accessories in a museum or gallery or similar setting.</li> <li>• Demonstrated experience, competency and understanding of contemporary digitisation set ups and computer systems using professional grade scanners and both PC and MACs and software such as MS Office suite, collection management and location software such as EMu and MV Wise, the Adobe Imaging suite, other image editing software, and colour-management systems, including CMYK conversions.</li> <li>• Demonstrated ability and skill to use good judgment and ingenuity in solving complex problems associated with photographing two- and three-dimensional objects and scanning 2D items in a museum or gallery setting.</li> <li>• Demonstrated experience in appropriately handling, storing, location tracking and movement of objects in a museum or gallery setting.</li> <li>• Demonstrated experience in project management, organisation and planning skills; proven ability to manage competing deadlines, work on multiple projects simultaneously and deliver projects to tight deadlines and within budget.</li> <li>• Extensive knowledge and demonstrated experience of national and international principles, practices, standards and ethics relating to the image capture and documentation of cultural collections.</li> <li>• Excellent interpersonal and communication skills including written and oral, in relation to liaising, influencing, consulting, collaborating and reporting with senior management, peers, and other related internal and external contacts.</li> <li>• Demonstrated experience with performing risks assessments, meeting compliance with policies and developing innovative processes and procedures.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• A commitment to the delivery of service excellence.</li> <li>• Sound knowledge of Australian performing arts history and practice and its associated material culture.</li> <li>• Current driver's licence</li> </ul>
<b>Other (ie legal or physical)</b>	The position will require both office based and physical abilities including standing and taking photographs, moving and relocating objects.

## Accountabilities

- Actively contribute to the success of the Performing Arts Division and Arts Centre Melbourne
- Image capture 3D and 2D objects and items from Art Centre Melbourne's collections according to industry best practices using either studio photography, digitisation set ups and on location scenarios, ensuring exceptional quality.
- Plan composition and design unique lighting scenarios for all types of objects to meet museum standards and project objectives
- Process images adhering to the digital imaging workflow, including but not limited to file naming and metadata entry at point of capture. Manage quality assurance, post-production, and collections management records, ensuring accurate records are created and maintained.
- Prepare colour-accurate image files for archiving, print, and electronic reproduction.
- Enter, maintain and enhance data in specific fields on Arts Centre Melbourne Collections KE database, in accordance with the Collections Management Style Manual.
- Manage imaging and digitisation projects according to identified priorities and in collaboration with ACM's collection team members.
- Perform photographic documentation of various exhibitions, programs, and events.
- Assist with image capturing for conservation requirements including condition reporting, auditing and treatment.
- Troubleshoot and solve complex technical problems associated with professional imaging.
- Research and recommend advancements in digital technology for digital documentation and image storage to maintain current best practices in cultural heritage imaging and preservation; keep abreast of developments in camera systems, studio equipment, hardware, software, techniques, and industry-standard accepted best practices.
- Contribute to the development of a digital asset management strategy by planning, developing and testing applications of proposed strategies;
- Contribute to the development of overall operating procedures and systems for the management of Arts Centre Melbourne collections.
- Develop and maintain effective working relationships and strong partnerships with a broad range of key internal and external stakeholders including other national and international collecting institutions and content providers.
- Comply with ACM policies and procedures and relevant legislation and regulations.

## Decision Making

- Under the direction of the Collections Manager the position is required to undertake the image capturing process according to agreed standards.
- The role applies knowledge and exercises discretion in work organisation and achieving results within timeframes.
- In collaboration with the Collections Manager the position develops and modifies operational procedures and consults with senior staff and peers.
- A moderate level of operating autonomy is required in order to meet agreed priorities and deadlines.