



FULL CIRCLE FINE ART SERVICES

Position Description: *Digital Imaging Specialist*

The Digital Imaging Specialist is responsible for all digitization projects in the studio with a focus on archive grade digitization of 2D materials. This person must have previous professional experience using scanning equipment, a strong knowledge of digital photography, film based imagery, industry standard formatting, and digital workflow. This technical position is a skills-based job focused on the production of digital images for individual photographers, artists, foundations, as well as other non-profit and corporate organizations. A high level of organization is required. The Imaging Specialist will work with a variety of flatbed, drum, and in-camera recording devices to acquire image data for small and large client projects. The candidate must not be daunted by repetitive action. Scanning is rigorously and necessarily redundant, requiring exceptional attention to detail. However, those interested in the preservation of vintage materials and archival historical documents will be thoroughly rewarded. This position works closely with other team members and clients on acquiring, cataloging, and preserving visual artifacts.

This position requires approximately a 30 hours per week commitment. Some Saturday hours may be required. Professional, offsite training is offered. This position is paid hourly and the starting wage based on previous professional experience.

Required Experience

- 1-3 years work experience.
- Strong knowledge of Adobe Photoshop, Lightroom, as well as Mac OS.
- Proficient with Macintosh operating systems
- Highly skilled in latest versions of Adobe Imaging products
- Experience using high resolution scanning equipment
- Experience with large format inkjet technology
- Advanced Color correcting
- Minimum of a bachelor's degree in photography, digital collection management, historic preservation, or a related discipline
- Strong knowledge of technical aspects of film-based and digital photography

Desired Experience

- Advanced Photographic practices
- Photographic Retouching
- Flatbed scanning
- Virtual Drum scanning
- Bulk Slide Scanning
- Capture One Cultural Heritage Software
- Digital File Organization and catalog management
- Medium format digital photography

Additional Experience

Confident and adept knowledge of Adobe Illustrator, Adobe InDesign, and Microsoft Office. Candidate must be highly motivated and self organized, takes direction well and works well in a group environment and is collaborative in nature. Basic Graphic Design skills. Preferred 1-2 years non-academic experience with contemporary photographic and printing techniques. Able to lift 50lbs. Commitment to excellence. Flexible in responsibilities. The DI Specialist is responsible for increasing his/her awareness of new techniques in the field and incorporating that knowledge into the studio environment.

Company Description

Full Circle is a fine art services company located in Baltimore, Maryland near the Station North Arts & Entertainment District. We are a leading resource in the artist community by providing strategic insight to enhance every project and to produce exceptional work from start to finish. Our goal is to elevate artist's careers by supporting their work from raw images to framed masterpieces.

Please apply by emailing a CV & letter of interest in the form of a PDF to info@fullcirclephoto.com. Include "DI Specialist" in the subject line.