

**The New York City Fire Museum  
Seeks To Contract For A Digital Photographer  
(Project Manager's Assistant/Data Entry Specialist)**

November 12, 2008

**Deadline for applications:**

December 4, 2008

The New York City Fire Museum seeks to hire an individual to assist the project manager in the photography and cataloging of its collection.

**Project Description**

The New York City Fire Department Collection consists of more than 10,000 artifacts - ranging from items as small as lapel pins to full-size motorized apparatus. It needs rationalization and improvement of the current variety of cataloging systems including triage and initial cataloging of numerous items received following 9/11, which currently have temporary registration numbers or none at all, elaboration of the current list of restoration needs, and physical triage and organization of the artifacts in storage.

An improved storage system will be implemented to safeguard items not on display. At the same time that the evaluation/cataloging are conducted, a thorough photographic and written documentation of the collection will be undertaken.

In addition to evaluation and documentation, the Museum plans to proceed with the stabilization and restoration of artifacts already identified by curators and outside experts as being in most immediate need. Other artifacts in need of prompt attention will be identified as the result of the project.

**Project Schedule**

The NYC Fire Museum's top priorities are: a thorough review of its collections, improvement of the collection storage/work area, collection documentation, and restoration of several major works known to be in peril. Work will continue for approximately six months on a part-time basis with the possibility for continuation pending funding.

**Digital Photographer (Data Entry Specialist/Project Manager Assistant) Job Description**

Working with the Project Manager and the Museum Director, this position will be primarily responsible for photographing, digitally editing and entering information on collection items into a computerized database system. The individual selected for the Assistant/Digital Photographer position will also assist with sorting and documenting objects from the collection as well as rationalizing the different recordkeeping systems.

## **General Responsibilities**

- Execute principal digital photography and cataloging
- Photograph and catalog in an electronic database, artifacts, photographs, documents, works of art, books, audio/visual recordings and other collection items
- Work with Project Manager on collection-related activities, including purchase of necessary computer hardware and software, photographic equipment and storage items
- Data collection, verification, organization and entry
- Physical triage and arrangement of items for storage
- Assisting Project Manager as required

## **Essential Qualifications**

- Digital photography experience is essential and mandatory
- Hands-on experience with digital image creation and manipulation using Adobe Photoshop or other digital image manipulation software. Windows XP-based system.
- Bachelor's degree in library, information science, archival studies, museum studies or equivalent experience
- Extremely organized and detail-oriented

## **Preferred Experience and Skills**

- Experience with computer networking, Excel and PastPerfect, SNAP, TMS or other museum software a plus.
- Knowledge of issues regarding preservation, conservation and collection development. Proper art handling skills essential.
- Documented success with similar projects

## **Submission Requirements and Additional Details**

- Pay rate is \$16.00 per hour on an independent contractor basis. This is not a "clean room" environment. The Museum storage area is located in the basement of the facility and applicant should not be afraid of "getting dirty."
- Those interested are invited to submit a cover letter and resume no later than 5:00 PM EST on December 4, 2008. Preference will be given to those with documentary digital photography and/or museum experience.
- The individual selected will be retained for the duration of the project subject to review and approval by the Board of Directors of the Museum. This person is also subject to a criminal record check (at the Project's expense)

Resumes should be transmitted by e-mail to Damon Campagna, Project Manager, [dcampagna@nycfiremuseum.org](mailto:dcampagna@nycfiremuseum.org). No phone calls please.