

PACE

Digital Imaging Coordinator

Position posted on: March 13, 2019

New York

Pace Gallery is seeking a dedicated **Digital Imaging Coordinator** to join our New York based Imaging department. In this role the Digital Imaging Coordinator will be responsible for asset management and distribution of image and video files and will assist the Imaging Director with special projects and daily operations.

Responsibilities:

- Receive, inspect, process, and distribute digital images and videos of artworks, installations, and all other gallery activities, from in house and external sources.
- Share image and video files with in-house, gallery, and external contacts.
- Maintain all files, metadata and artwork history in an image bank of 50,000+ images and videos using a variety of digital asset management programs.
- Establish and coordinate implementation of quality standards, best practices, and efficient workflows for digital imaging across gallery departments, locations and with external resources.
- Communicate with dealer offices, artist studios and external resources, locally and internationally, about Imaging Studio activity. Facilitate and support gallery wide access to image and video files.
- Stay informed of best practices for digital media file management, make recommendations to Imaging Director for changes in procedures and workflows.
- Locate, retrieve and scan transparencies. Assist the Research and Archives department in maintaining the physical film archives, transparencies, slides and prints.
- Receive requests for, produce and deliver high quality prints, including labels and packages for Sales staff and upon request. Maintain Epson Stylus Pro large format printers, order ink, paper.
- Maintain Imaging Studio schedule for incoming work order requests. Track and prioritize incoming requests to confirm needs, ensure availability of works, Imaging and Warehouse staff.
- Facilitate the development of imaging-related collaborative projects with gallery departments.
- Create files with images and information of artworks and installation for printing and sharing.
- Oversee department interns and assist Imaging Director in daily operations and special projects.

Qualifications:

- Bachelor's Degree required, preferably art related.
- Minimum 2 years of related work experience in a gallery or a museum environment.
- Knowledge and interest in contemporary art, photography, galleries and museums.
- Extremely detail-oriented, highly organized, ability to work independently and as part of a team.
- Self-motivated, ability to work well in a fast-paced deadline driven environment.
- Excellent communication and interpersonal skills.
- Ability to multi-task, handle heavy workload, manage deadlines and prioritize efficiently.
- Highly experience with Adobe (Photoshop, InDesign, Bridge, etc.), Mac and Office applications.
- Experience using file sharing services and operating Epson Ink-Jet printers.
- Experience with flatbed scanners for both reflective and transparent materials.

Interested applicants should submit a letter of interest along with a resume to: jobs@pacegallery.com, with Digital Imaging Coordinator in the subject line. Please no phone-calls or walk-ins. Qualified candidates will be contacted directly.

Pace Gallery is proud to be an equal opportunity employer and will consider all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, Veteran status, or any other legally protected status.