



JOB DESCRIPTION

Job identification

Job Title:	Photographer
Division:	Digital
Service:	Digital Media
Supervisor:	Coordinator, Digital Media
Status:	Contractual (3 years), full time (35h/week)
Posting period:	6 to 20 May
Job entry:	June

About the CCA

The Canadian Centre for Architecture (CCA) is an international research centre and museum founded on the conviction that architecture is a public concern. Responsive to the changing cultural context of our time and based on its extensive collection, exhibitions, programs, and research activities, the CCA is a leading voice in advancing knowledge, promoting public understanding, and provoking new ideas and debate on architecture, its history, theory, practice and role in society today.

The CCA's projects are both international and local in scope comprising interdisciplinary research, exhibitions, paper and online publications, seminars, colloquia and special events, which enable the development of new lines of investigation and discourse, promote the study of architectural and urban culture and stimulate active engagement surrounding contemporary issues and debate across a wider public. Linking advanced research with public engagement in architecture, the CCA encourages architects, students, scholars, and other professionals to pursue projects through collaborative inquiry that traverses different times, spaces, and media.

Job Summary

The responsibilities of this job include the day-to-day and long-term photographic needs for the CCA. The incumbent completes photography and other digital imaging assignments and services, including exhibition installation photographs, production of high-resolution still images of Collection and other items as well as occasionally event photography and portraits, all of which are used as curatorial, promotional and informational content.

The incumbent uses photographic standards and best practices to ensure the adherence of all output to visual standards. Working collaboratively across the institution, particularly with the curatorial and communications teams, she/he is an influential voice in defining the visual identity of the CCA to reinforce the curatorial vision.

Key responsibilities

Photography

- Working with Associate Director, Digital, and Head, Digital Media, develops photographic strategy and contributes to the reinforcement and disseminating of CCA's visual identity
- Utilizes curatorial perspective, technical skill, sound professional judgement, resourcefulness and initiative adapts and implements strategy and standards to variety of photographic situations
- Evaluates the technical and aesthetic requirements of complex projects
- Collaborating with the Exhibitions team and other staff, assesses, plans and undertakes photography of exhibition installations
- Produces portraits in studio and other settings
- Develops shoot lists, briefs for photography shoots
- Photographs events and other activities

Collection photography

- Photographs two-dimensional and three-dimensional Collection objects and other items of varied size and surface within a studio setting or with a copy-stand set-up
- Plans composition and lighting of captures to meet established standards and assignment requirements, while ensuring accurate representation of photographed items
- Working with Museum Technicians and Conservators, ensure that collection materials are properly handled, and returned to appropriate storage locations following digitization

Image processing and file management

- Produces high-resolution digital images, using established standards and procedures
- Processes digital files (for Collection items to match original) maintaining industry standards for color managed workflows
- Conducts color correcting, retouching, and processing of raw digital file in Photoshop
- Prepares image processing procedures, including Photoshop scripts, to automate file processing and to develop efficient workflows tailored to specific projects
- Formats and manages digital files and uploads final image files and associated metadata, as required, in digital asset management system (DAMs) and other repositories, as needed
- Produces high-quality ink-jet prints from digital files

Supporting tasks

- Working with Coordinator, Digital Assets, and Administrative Coordinator, Collection and other staff, participates in project planning and setting of production targets Determines timetables for photographic work to be completed within deadlines. Tracks progress of work on projects and requests
- Working with other Digital Media staff, produces documentation of photographic standards, procedures and workflows
- Calibrates and profiles studio equipment including cameras, printers, and monitors Undertakes technical troubleshooting including liaison with vendor support
- Trains, advises and oversees work of contractual and consultant photographers, including the verification of the image quality; Provides technical guidance to other staff on the production of images
- Maintains and develops skills in the use of professional digital capture systems, both hardware and software, and adjusts to new technology and techniques
- Researches advancements in digital technology and tests new equipment; Recommends, Plans, orders and monitors photographic supplies and equipment purchases respecting the allocated budgets
- Maintains and/or oversees maintenance and inventory of photographic and studio equipment

Required qualifications

- Education: DEC or Bachelor's degree in photography
- Number of years of relevant experience: 5 to 7 years
- Mastery of digital photography processes including image processing software (Photoshop, Lightroom, Bridge)
- Experience in studio photography and exhibition, events, interior and/or architectural photography
- Demonstrated skill in photographing museum collection objects
- Experience in videography an asset
- Knowledge of spoken and written French and English
- Deadline planning skills
- Flexibility in schedule (evening and weekend work is required)



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- Must be able to communicate clearly and tactfully with high-level personnel and collaborators
- Sound professional judgement, resourcefulness and initiative

Please submit your application (resume and cover letter, in English or French) by email to rh@cca.qc.ca to the attention of Human Resources of Canadian Centre for Architecture, 1920, rue Baile, Montreal (Qc) H3H 2S6. **The application deadline is 20 May 2019.** Only successful applicants will be contacted. Please do not call. The CCA is an equal opportunity employer.

For all CCA existing job opportunities, visit our [website](#).