

ARTIST ASSISTANT JOB DESCRIPTION

Established fine art photographer and painter in Sausalito CA seeks a part-time highly organized, detail-oriented individual to oversee digital workflow, print production, studio management, and occasional assistance with location photography shoots. In addition, the position involves working with painting materials – including applying gesso to linen, stretching finished works, and handling of large-scale works.

An ideal candidate has a minimum of two years relevant work experience.

Required Qualifications

- Expert command of Adobe Photoshop CC & Bridge.
- Experience with large scale pigment printing – Epson P20000 printer experience preferred.
- Experience scanning using Flextight X1 scanner.
- Knowledge of the following cameras and formats: FujiGFX100S, Sony A7R IV, 4x5, Hasselblad.
- Applicant must possess exceptional digital skills, as well as strong written and verbal abilities.
- Aptitude for organizing and managing physical and digital archived negatives, chromes, etc.

- Excellent phone and email etiquette.
- Detail driven: Efficient, accurate, and precise work.
- Ability to multi-task, set priorities, and complete projects in a timely manner.
- Capacity to work independently and as a team player.
- Ability to lift 30 lbs.
- Proficient in Mac OS X Monterey
- Proficient in Capture One.
- Experience using Eye-One (i1) and Datacolor Spyder color management software.

Duties and responsibilities

- Digital photo editing and retouching: dusting, color balancing, sharpening and other image editing tasks.
- Print production & handling: expert command of digital pigment printing technology and printing, printing large scale pigment prints on Epson P20000.
- Location shoot assisting.
- Painting production & handling: gessoing linen, stretching finished works, and handling large-scale works.
- Website: update and maintain through WordPress.
- Basic IT skills: Troubleshooting and maintaining maintenance of computers, printers, cameras etc.
- Archive: organize negatives, chromes, and digital files. Exacting digital organization.
- Inventory: maintain inventory of prints and paintings, update database and galleries, order

studio and digital supplies.

- Galleries: coordinate requests from various galleries; print sales, press info, digital files.
- Exhibitions: coordinate production of prints, mounting, framing, and delivery. Manage requests for bio, essays, and press images.
- Fed-Ex, shipping, and mail: handle packing and shipping requests.
- Research: special projects as directed: (locations, new technology, camera repair, etc.)
- Graphic Design: assist in email blast updates, PR material, and other desktop publishing tasks.
- Maintaining a clean and highly organized studio.

Additional attributes/skills:

- Comfortable in a small office setting.
- Knowledge of fine art photography.
- Keen eye for detail.
- Good design sense.
- Enthusiastic, professional demeanor.
- Basic competency with non-power and power hand tools.
- Errands: a car is useful for occasional errands.

Position is 16 hours (two days) per week, with the possibility of additional hours/days.

Flexible scheduling.

Hourly wage is \$28- \$32/hour, depending upon prior experience.

This position is at-will employment.

A minimum commitment of one year is required.

Starting date: Spring 2024

Please send a cover letter, resume, and two references to:
studio@davidmaise.com

A link to a portfolio or website of your work is useful.