The BMA is seeking an enthusiastic and attentive colleague to fill the role of Image Services and Rights Coordinator. This position is located within the Curatorial Division and assists the Manager of Digital Asset Services in maintaining assets and intellectual property related to the BMA’s collection and imaging operations. The person in this position serves as the main contact for external requests for image use for publication and study purposes, working cross-departmentally to fulfill the image and asset requests of internal and external constituents.

This full-time, exempt position reports to the Manager of Digital Asset Services and is part of the team in Image Services. In support of a robust exhibition, publication, and programming schedule, the ISR Coordinator assists with imaging projects, copyright assessment, and image procurement for the following: up to 25 exhibitions and installations per fiscal year and associated collateral (catalogues, brochures, didactics); ongoing social media posts; Advancement activities, programs, and collateral (invitations, mailings); Education Division activities, programs, and collateral; and the quarterly membership magazine and scholarly publications.

Responsibilities include but are not limited to: fulfills internal and external requests for images of BMA’s collection for use in publications; conducts research to determine intellectual property rights status, including copyright and third-party rights, for works in the permanent collection and works on loan included in BMA exhibitions (40% of time); provides support to the Senior Photographer in art movement in the photography studio; digitizes analog film and prints as needed, assists in image and rights needs for exhibitions, publications, and collections rotations as assigned (40% of time); works with registration to reconcile paper and digital files (20% of time).

QUALIFICATIONS
- Bachelor’s degree and 3+ years’ experience in professional or academic environment or professional experience equivalent
- Ability to communicate effectively both verbally and in writing
- Familiarity and aptitude with imaging and image-editing programs, content management and/or digital asset management systems
- Ability to work independently and as part of a team to accomplish strategic goals
- Courteous demeanor and positive attitude
- General knowledge of art and art history
- Understanding of US copyright law and fair use

 BENEFITS
The BMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.
We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

**SALARY** - $42,500

**APPLY**
We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply. Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

Please send cover letter, CV/resume, and salary requirements via email to HR@artbma.org with “Image Services and Rights Coordinator” Last Name and First Name in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.