Photography Coordinator
Department of Visual and Dramatic Arts
Position Open Until Filled

The photography coordinator in the Department of Visual and Dramatic Arts is a permanent, benefits eligible, part-time position working 26 hours per week, ten months per academic year, with two months off during the summer. Daily office hours may vary depending on workload and class needs, but are typically 9 a.m. – 4:00 p.m, Monday-Thursday.

Position Summary: Supervise, maintain, and manage the photography wet lab darkroom and digital photography computer lab in the Department of Visual and Dramatic Arts. Support and assist faculty with resources and tools to accomplish the mission and goals of the department.

Education Required: Associate’s degree; may substitute additional related experience, above and beyond what is required on an equivalent year for year basis in lieu of educational requirement.

Education Preferred: Bachelor of Fine Arts with emphasis in photography; MFA degree in photography or related field.

Experience: Three or more years working in a photography wet lab using development equipment and chemicals as well as experience working with digital photography software (such as Adobe CS6) and Apple computer hardware and printing technology. Knowledge and experience with photography systems such as cameras (35mm, 4×5, 2 1/4), light meters, flash equipment, other lighting devices, and digital photography equipment including large-format printers and digital scanners.

Skills Required: Working knowledge of digital technology with advanced computer skills; excellent written, verbal, and interpersonal skills; and effective problem solving skills with the ability to work independently with minimal supervision to set priorities and work proactively to resolve issues and problems within the scope of assigned responsibilities.

Skills Preferred: Understanding of basic plumbing, electrical, and carpentry skills in order to perform and/or supervise upgrades and repairs to equipment and lab facilities.

Job Duties: Assist in collecting photography lab and community user fees and forwarding those monies to the department’s administrative office.

Assist in identifying and resolving building maintenance and security issues, serving as the OSHA contact for the department. Instruct lab users in safety and emergency procedures and maintain pertinent emergency supplies.
Coordinate storage and disposal of hazardous chemicals and waste with the Office of Environmental Health and Safety.

Assist in the organizing and mounting art exhibitions in the department gallery spaces.

Purchase lab equipment and supplies and process receipts and/or receiving reports with the department administrative office. Maintain inventory of photography equipment; check out equipment to students maintaining accurate and detailed inventory records; recommend equipment acquisition and/or disposal or replacement; file annual inventory and equipment report to the department chair; maintain and order stock of photography chemicals and supplies—including hazardous chemicals; obtain bids and/or quotes on new and replacement equipment.

Monitor minor repairs of all photography equipment and computers. Report computer hardware and software issues to the appropriate Information Technology support personnel, faculty, or chair.

Provide professional technical resources to faculty and students in a classroom setting related to the proper use of photography equipment for both beginning and advanced photography students—in traditional film and digital formats.

Supervise, monitor, manage and maintain all photography laboratory spaces and equipment, including developing wet labs and Macintosh OSX digital computer lab with iMac hardware, OSX operating system, digital printing technology and techniques, Adobe CS2, monitor calibration, and scanning technologies.

Occasionally assist chair, faculty, and administrator with requests to work on university- and/or department-related projects and assignments that accomplish and enhance the broader teaching and research goals of the art department.

Apply for this position online at jobs.rice.edu. If you need additional assistance, please contact the recruitment team at jobs@rice.edu.

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