

MUSEUM OF PHOTOGRAPHIC ARTS

Becky Moores Center for Visual Learning

PROFESSIONAL SERVICES AGREEMENT

Catalog Coordinator for Beaumont Newhall Exhibition

The Museum of Photographic Arts is looking to enter into an Independent Contractor relationship between the museum and a Coordinator. Effective Immediately.

SCOPE OF WORK

The Coordinator is asked to perform the following tasks for the **Beaumont Newhall Collection Catalog, using MOPA's defined list of artists numbering no more than 40,**

- Securing image rights and permissions through artist estates for all artists
- Must be compiled 60 days post receipt MOPA List
- Collecting and organizing high resolution image assets
- Must be submitted 60 days after receiving complete MOPA list
- Collecting and organizing exhibition catalog texts
- Assisting with object and artist research with using specific guidelines provided
- Providing copy editing up to three revisions
- Each requested version will have a one week expected turnaround time
- Stewarding the texts through of editing and translation phases
- Regular communication with catalog graphic designer and Manager of Collections and Exhibitions regarding production timeline

QUALIFICATIONS REQUIRED

Strong organizational and interpersonal skills, the ability to work both independently and as a member of a team, flexibility, and enthusiasm are required.

- Previous experience working on publications
- Previous experience working with rights and reproductions
- Strong research, writing, and editing skills
- Strong computer skills, proficiency with Microsoft Office, experience with Photoshop preferred
- Strong oral and written communication skills

COMPENSATION and W9

The Coordinator will be compensated as follows:

- a. \$3,500 for the entire project
- b. The Coordinator may bill MOPA on a monthly basis

TERM

- c. **Time Period:** This Agreement shall become effective as of the date of signature of both parties and shall remain in force until January 31, 2018. The contract will renew automatically for another year under the same terms unless alternate arrangements are agreed to.
- d. **Cancellation:** Either party can cancel the Agreement at any time, with or without cause, by providing written notice to the other party not less than 14 days prior to the date of cancellation. (**Exception:** MOPA reserves the right to cancel less than 7 days prior to the date due to unforeseen circumstances such as natural disasters, etc.)

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MEDIA, PROPERTY, COPYRIGHT ISSUES

The Coordinator understands that the museum uses photographs, video footage and audio recording reproduced either in whole or in part taken during events and programs in its promotional materials, including its website. It is hereby agreed that any and all physical and intellectual property created by the Coordinator during the term of this Agreement shall become the property of MOPA, including but not limited to: work processes, production schedules, and product deliverables produced on the service or projects listed above on behalf of MOPA. The museum will hold the copyright and MOPA may print, publish, distribute, etc. these materials at a later date. The copyright for all materials should read as follows:

Copyright [date] Museum of Photographic Arts

(Example: Copyright 2012 Museum of Photographic Arts)

©[date] Museum of Photographic Arts

(Example: ©2012 Museum of Photographic Arts)

INDEPENDENT COORDINATOR RELATIONSHIP

The parties expressly agree that the Coordinator is acting as an independent Contractor and is not an agent, employee, or partner of MOPA. The Coordinator understands and agrees that the Coordinator shall not be entitled to any of the rights and privileges established for MOPA's employees, including, but not limited to, retirement benefits, medical, life insurance or disability coverage, severance pay, paid vacation or sick pay, 401k plan benefits, or deferred compensation. The Coordinator understands and agrees that MOPA will not pay or withhold from the compensation paid to the Coordinator any sums customarily paid or withheld for or on behalf of employees for income tax, unemployment insurance, social security, workers' compensation or any other withholding tax, insurance or payment, and all such payments as may be required by law are the sole responsibility of the Exhibition Designer.

INDEMNIFICATION

MOPA shall have no responsibility for any of the Exhibition Designer's debts, liabilities, or obligations incurred by the Coordinator in carrying out the terms of this Agreement, except as otherwise specified herein. Likewise, the Coordinator shall have no responsibility for any of MOPA's debts, liabilities, or obligations while carrying out the terms of this Agreement, except as otherwise specified herein. Except to the extent that MOPA or its representative is negligent, the Coordinator agrees to indemnify MOPA for liability asserted against MOPA on account of the Exhibition Designer's debts, liabilities, or obligations. The indemnification set forth herein shall survive the termination of this Agreement.

To apply:

Please email resume, cover letter and three references to m Downing@mopa.org.

No calls please.