

ATLANTA // October 12, 2017

Framing & Production Manager

Jackson Fine Art is seeking an experienced frame fitter & fine art installer. We are looking to hire an experienced full-time frame fitter who is a hardworking, detail-oriented team player. Candidate must have experience in all aspects of framing fine art; handling fine art photography ranging from 8x10 to 70x90 inches, mounting techniques, archival hinging, 4 and 8 ply mat cutting, and cutting all types of glass and plexi. Must be highly organized and detail oriented and have excellent communication skills. Responsible for building and maintaining relationships with third party vendors and coordinating production logistics for a competitive gallery on a global scale.

The ideal candidate works efficiently and effectively in a fast-paced environment.

Salary commensurate with experience.

Basic daily responsibilities include:

- Fitting high-end art into custom frames
- Art handling & installation
- Ordering and maintaining necessary framing supplies and inventory
- Responsible for knowing and maintaining framing margins
- Responsible for researching the most cost effective framing supplies and framing methods
- Interfacing professionally with high-end clients

Preferred Qualifications:

- Minimum 2-5 years of experience fitting high-end artwork
- Extensive and up-to-date understanding of frame designs current trends
- Experience handling and packing art
- Experience cutting windows in 8 and 4 ply boards
- Understanding of mounting processes and materials
- Understanding of different hinging techniques
- Art conservation knowledge is a plus

Please submit a detailed cover letter, C.V. or resume and two professional references to: coco@jacksonfineart.com.