

Dickinson College - Visual Resources Curator

General Description/Position Summary

10-month (salary paid over 12); start July 1, 2009.

This position is within the Department of Art & Art History. The Visual Resources Collection is in the process of converting to digital format. The slide collection was formed to support teaching in the Art & Art History department; the digital collection will likewise support the same department as well as the broader College community. The Visual Resources Curator reports to the department Chair, and will interface with the department of Academic Technology in developing a college-wide visual database system. The Art & Art History department is comprised of 10 faculty (full-time and part-time).

Responsibilities/Expectations

- Maintain slides and equipment as needed during transition to digital collection
- scan and catalogue meta-data for expanding digital image collection
- acquire high-quality digital images and convert existing analog images
- assist in management and development of existing databases and appropriate presentation tools
- help train faculty and troubleshoot problems using digital technology in the classroom
- update and maintain digital database for still and moving images relevant to faculty teaching and research
- work with department of Academic Technology to plan, create, and implement a college-wide database (on independent server) which will serve as portal to multiple image services
- oversee, maintain condition, and periodic upgrade of digital projectors, computer equipment, and scanners
- hire, train and supervise student workers (2-3)
- assist users of the collections in locating and using resources
- participate in relevant professional organizations
- keep current in relevant fields of digital imaging and cataloguing

Qualifications

MA in art history (BA considered with other Masters degree). Three years minimum work experience in similar position. Facility with analog and digital technologies, including advanced skills with standard computer software (Mac platform); FileMaker, Embark, Photoshop. Thorough knowledge of digital images, commercial databases, and technical standards and vocabulary; MDID, Image Viewer, Content dm, Artstor and Artstor OIV, PowerPoint, and other software as needed. Familiarity with one or more metadata standards such as VRA or Dublin Core. Familiarity with time-based media and relevant software, such as iDVD, DVD Studio Pro, and Final Cut Pro desired. Strong interpersonal

and communication skills, ability to work cooperatively and take initiatives in developing the collection and access.

Salary

\$35,000-40,000 (paid over 12 months), plus benefits.

To Apply

Send application letter, CV/Resume, and names/addresses of three references to: Prof. Melinda Schlitt, Dept. Art & Art History, P.O. Box 1773, Dickinson College, Carlisle, PA 17013. Email: schlitt@dickinson.edu. **Please also fill out information for this position through our web site: <http://jobs.dickinson.edu>.** Dickinson College is a nationally-ranked undergraduate liberal arts college with approx. 2200 students. Dickinson is committed to diversity, and we encourage candidates who will contribute to meeting that goal to apply. Applications and nominations of women and minorities are strongly encouraged. Position will remain listed until filled.