Media and Cataloging Assistant

The Imaging Center prides itself in providing professional training in tools necessary for working in museum, gallery, library and educational environments. The assistant positions offer training and experience in digital object production, digital asset management systems, cataloging standards, archiving techniques, and copyright.

Job Summary:

The primary duty of the Media and Cataloging Assistant position is to process incoming image orders and digitally capture images from various sources by scanning or photographing them. Under the supervision of the Imaging Services Coordinator, the Media and Cataloging Assistant will process, research and catalogue materials in all formats with the guidance of the Image Collections Curator, and to provide formatting, color balancing and quality checking of existing digital files with the guidance of the Digital Imaging Specialist.

Key Functions:

- Create and process image orders for scanning and cataloging.
- Assist in acquiring images through use of digital copy stand, flatbed scanner, or slide scanner to add to collection.
- Learn image-editing tools as Adobe Photoshop and Bridge to edit, organize and export images for use in the digital collection.
- Assist in imaging equipment checkout.
- Support faculty with learning and using technologies in research and the classroom.
- Locate relevant image sources using Imaging Center and Library databases/records.
- Create or copy basic work records in Filemaker Pro cataloging database.
- Support media and metadata workflow to provide efficiency and accuracy.

Preferred education and skills:

- A strong candidate will be able to work with many projects at one time without loss in accuracy or quality. They must be detail-oriented, flexible and be able to fit into a team environment.
- Interest in Art and Art History
- Desire to learn Adobe Creative Suite (Photoshop, Bridge)
- Excellent oral, written, and interpersonal communications and analytical ability.