

Assistant Curator, Johns Hopkins University, Baltimore, MD

Requisition #: 33117

Classified Title: ASSISTANT CURATOR

Role ?: Administrative / Technical Professions

Level ?: 3

Range: PB

Status: Full Time

Hours Worked: 37.5

Work Week: Monday-Friday

Contact: Homewood Human Resources (410) 516-8048

Personnel Area: Krieger School of Arts and Sciences

Org Unit: Visual Resource Collection

Location: 3400 N. Charles Street

Approximate mid \$30Ks to low \$40Ks

Starting Salary:

General Description: This position is in the Visual Resources Collection (VRC) in the History of Art Department of the Krieger School of Arts and Sciences. The VRC is a collection of 350,000 slides; 60,000 photographs, and 40,000 digital images; it is in the process of conversion to an all-digital environment by the summer of 2010. The VRC slide collection was formed to support teaching in the History of Art Department; the digital collection supports teaching in a wide range of disciplines. The focus and challenge of the coming two years will be to support the ongoing teaching program and to accomplish the digital conversion program.

The duties of the Assistant Curator include the following: Works collaboratively with the VRC Curator to build the collection; makes recommendations on materials to be added to (or deaccessioned from) the collection. Responsible for enhancements to features of online collections based on feedback and queries from users, and for changes and improvements to operations, including updating handouts and training materials. Works independently on developing assigned specific areas of the collection (assignment of areas based on knowledge). Provides specialized reference and research assistance to faculty and students in locating images in MDID and ARTstor for teaching and lecturing. Provides primary training to faculty and students in the use of online presentation tools including MDID, ARTstor, and Powerpoint, and in the use of collection tools to present and preserve faculty personal teaching and research collections. Offers similar training to the university as a whole via public presentations. Performs original cataloging of images using Vireocat (a FileMaker database), following the standards outlined in CCO (Cataloging Cultural Objects) and the VRA (Visual Resources Association) core. Makes additions as needed to the collection's authority tables in Vireocat drawing from a defined list of sources. Adds images and data to the University's online collections (using MDID) Represents the Visual Resources Collection in working with other units in the University to develop projects involving images. Ongoing collaborations

include those with the Center for Educational Resources and the Institute for the History of Medicine. Trains and supervises student employees. Serves as the collection liaison with the University's Homewood Photo Services. Provides classroom support, troubleshooting technology problems for History of Art classes. Manages the VRC in the absence of the Curator. Participates in activities of relevant professional organizations. Keeps current with developments in fields of digital imaging and cataloging cultural objects.

Qualifications: BA in Art History or in a related field with experience in art history. Facility with technology, including advanced skill level with standard computer software, FileMaker, and Photoshop. Thorough knowledge of digital images and associated technical standards and vocabulary. Requires reading competency in at least one major European language (particular emphasis on French, German or Italian). Requires familiarity and ability to apply the following data standards: specifically Dublin Core, VRA Core 4, and the American Library Association's Cataloging Cultural Objects. Requires familiarity with the following authorities: the Getty Art & Architecture Thesaurus, the Union List of Artist Names, the Getty Thesaurus of Geographic Names, and the Library of Congress Subject Headings and Name Authorities. The ability to find and use other subject authorities is also required. A thorough knowledge of the following technologies is required: online image database and multimedia instructional systems such as the Madison Digital Image Database and Image Viewer, Artstor and Artstor Offline Image Viewer, Microsoft PowerPoint, Macintosh Keynote, and other software as needed, including course management tools such as WebCT. Strong interpersonal and communication skills; ability to work cooperatively with others including library IT staff (internet security issues) other academic and research units (teaching the skills needed to add new collections to the VRC's online collections), and faculty and students (conducting presentations/training in the use of digital images in teaching and learning). Significant problem solving skills required to properly catalog poorly identified materials from print sources, troubleshoot analog and digital hardware, software, and equipment.

Preferred Qualifications: Master's degree in art history, library / information science, or related field. Prior experience working in a digital image collection. Experience with one of the fields of specialization of the History of Art department at Johns Hopkins University (ancient, medieval, renaissance, modern).

NOTE: The successful candidate(s) for this position will be subject to a pre-employment background check.