

**Collections Management & Imaging Project Coordinator, Smith College Museum of Art, Northampton, MA**

Posting Number:	0600324
Hiring Department:	Museum of Art
Title:	Collections Management & Imaging Project Coordinator
FLSA:	Non-Exempt
Position Category:	Limited-Term
Position Type:	Full-Time
Grade:	L
Posting Type:	External
Posting Date:	04-16-2010
Closing Date:	Open Until Filled
Position Summary:	<p>Manage the Smith College Museum of Art's project, Imaging the Collection, an ambitious program to capture high-quality digital images of the more than 21,000 artworks in the museum's collection and to improve access for faculty, students, and outside scholars to the Museum's existing and growing inventory of images. This includes organizing and preparing an estimated 4,000 objects still to be digitized, managing a two-person digitizing team during imaging sessions, organizing image files and metadata for export to ARTstor and LUNA Insight, and providing quality control throughout the process.</p>
	<p>Under the supervision of SCMA's Collections Manager/Registrar organize, schedule and manage 4-6 annual digitizing sessions with a two-person imaging team. This includes organizing works of art for each 5-day digitizing session; preparing and providing lists to the team; collecting works from storage, returning them, and tracking their movement and location; scheduling art handlers for additional assistance as needed; and supervising digitizing sessions, ensuring security and careful handling of artwork.</p> <p>Work with new images and the existing inventory of 17,000 images to prepare image files and metadata for export to ArtStor and LUNA Insight. This includes coordinating with ArtStor and Imaging Center staff; screening metadata for careful quality control; delivering images and data to Imaging Center (for LUNA) and ARTstor; and tracking images sent in the Museum's collection management system.</p> <p>Assist with the preparation of a grant application for project support to the Institute of Museum and Library Services. Compile detailed project data and work plan for the grant</p>

	<p>application. Maintain project records and prepare reports to project funders. Provide administrative support facilitating meetings of the Museum Imaging Task Force.</p>
	<p>Bachelor's degree with major in the visual arts or related discipline, experience with handling museum objects, MS office suite, especially spreadsheets and databases. Experience with a museum collections management system (preferably SELAGO Mimsy XG) and familiarity with collection cataloging protocols is desirable.</p> <p>Skills: Excellent organizational and interpersonal skills, and strong basic competence with computers. Must be able to work independently and as a member of a team.</p> <p>Physical Requirements: Ability to safely handle works of art with occasional physical effort such as pushing, pulling, bending, lifting and carrying heavy objects 50 plus pounds</p>
Additional Information:	<p>This is a full-time 3 year, limited-term position.</p> <p>Smith College is an equal opportunity employer encouraging excellence through diversity.</p>

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