

**Visual Resource Manager**  
**University of Massachusetts Boston**

The Visual Resource Manager is responsible for the administration, maintenance, and development of the Art Department's visual resources which include subscription-based assets such as ARTstor, an expanding local collection of digital images, as well as analog holdings of 150,000 35mm slides, video tapes and CDs. The Manager will: be responsible for acquisition of visual images; implementing quality control for image editing and color calibration; establishing cataloguing procedures and metadata protocols that allow for timely accessibility of images; development of image storage with appropriate archival and backup policies; selection and maintenance of image delivery systems; establishment and maintenance of records related to all areas of the image collection; management of budget and procurement; oversight and troubleshooting of presentation equipment (computers, digital projectors, sound and light systems, slide projectors) and software (PowerPoint, ARTstor OIV, etc.); hiring and training of staff and students as required; training of faculty in current methods of educational technology including the use of ARTstor, other digital image databases, and web 2.0 technologies; direction of faculty to university resources for support of course websites and training in educational technology; collaboration with the library, IT, and other relevant university offices in the development of university-wide visual resources, including grant application; and regular periodic communication with the Chair and faculty.

BA degree with a strong background in art and/or architectural history. Master's in art history, architectural history, library science, or related field preferred. Three years of progressively responsible experience in a visual resources collection in a university, museum, or other curatorial environment, or an equivalent combination of education and experience.

Please apply **online** with your resume, cover letter, and list of three professional references:  
<http://umb.interviewexchange.com/candapply.jsp?JOBID=19133&jobboard=173>

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