

Senior Image Cataloger and Support Specialist
Visual Resources Collection, Department of Art and Archaeology, Princeton University

The Visual Resources Collection in the Department of Art and Archaeology Department seeks an energetic and detail-oriented individual. This position is responsible for cataloging, collection development, public service, and maintenance of the image collection under the general supervision of the Director of Visual Resources, Department of Art and Archaeology. The senior cataloger works closely with the faculty to determine and fulfill their image needs for teaching and research. This involves researching and acquiring new images, cataloging images, enhancing the cataloging system and the revision, correction, and reorganization of existing image metadata. The senior cataloger works on all aspects of making images available including uploading digital images and data and supporting users of images in multiple software applications (Almagest, PowerPoint, ARTstor). The position takes primary responsibility in offering support for scanning instruction and technical aspects of image use.

Qualifications:

- BA in Art History or equivalent with significant Art History background
- Experience in a Visual Resources Collection or Library or related facility.
- Reading ability of at least one European language, knowledge of the history of art, and familiarity with literature in the field
- Knowledge of image cataloging standards and practices
- Research skills using print and electronic resources
- Experience with technologies for digital imaging and presentation
- Knowledge of photographic processes and ability to evaluate analog and digital image quality
- Excellent communication, organization, interpersonal, and customer service skills
- Attention to detail and accuracy
- Ability to work in environment with frequent interruptions
- Ability to take initiative, solve problems and prioritize work effectively
- Demonstrated ability to work flexibly, independently and collaboratively with colleagues, faculty and students in a rapidly changing service-oriented environment

Prefer

- Masters degree in Art History or library and information science preferred
- Familiarity with databases, preferably image databases
- Demonstrated skill with Microsoft Office applications
- Knowledge of digital image technology

For further details or to apply for the position, please visit "Jobs at Princeton"
https://jobs.princeton.edu/applicants/jsp/shared/Welcome_css.jsp

(Requisition number 0110341)