

Interim Director, Visual Media Center, University of Denver, Denver, CO

Job Title

Interim Director, Visual Media Center

Posting Hiring Range

Competitive

Work Schedule (Days & Hours)

5 days per week 37.5 hours

Contact Email

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Department

Art & Art History

Department Introduction

This Interim Director position is a six month position at this time with the possibility of extending into a year-long position.

Job Summary

The Director of the Visual Media Center oversees and administers all operations of the School of Art and Art History visual resources. The Director frames policy, manages the budget, and implements the regulations of all visual media resources, including current management, future planning, and evaluation of operation methods as well as recommendations for improvement. The Director assesses the long- and short-term needs of the visual resources as they related to personnel, facilities, and equipment. The Director is responsible for researching and acquiring digital images to be loaded into the University's image database (DU CourseMedia), and helps faculty and students make the most of this resource. The Director also provides training and functional supervision of regular and graduate student employees. The Director will continue the strong working relationship with CTL to facilitate decisions about DUCourseMedia, metadata, and workflow. Additionally, the Director will begin to explore greater collaboration with Penrose Library on image processing, metadata standards and practices, and classroom support.

Preferred Qualifications

-Masters degree in related field, master's degree in art history, library and information science, or other related field.

-4-10 years experience in a slide library or visual media center, including 3+ years in all aspects of digital imaging.

-Dual Master's in art history and library science preferred.

Minimum Qualifications

These qualifications refer to education and/or experience.

-Bachelor's degree in related field.

-2-5 years experience in a slide library with digital imaging hardware and software, database experience, knowledge of industry best practice standards.

-An understanding of digital projector technology, Crestron and AMX touch screen hardware.

Required Qualifications

These qualifications are mandatory in order to perform the functions of the job (i.e. valid drivers license, certifications.)

This position requires an extensive knowledge of art historical periods, styles, and cultures. It also requires a firm understanding of relational databases, metadata standards such as VRA Core 4.0 and CCO, and controlled vocabularies such as the Getty vocabularies, LCSH. Must be extremely detail oriented. Must have an understanding of best practices for digital imaging, including the ability to use and train others on imaging hardware (flatbed and slide scanners, calibration hardware), and software (Photoshop CS4, SilverFast Ai, OpticCal); the ability to provide technical support to instructors for two smart classroom fitted with specialized presentation hardware (PC, VCR, DVD, touch screen user interface, slide projectors, digital projectors, and audio system), and software (Microsoft Office applications).

Job Open Date

07-08-2010

Job Close Date

Open Until Filled

Job Category

Staff

Job Type

Full-Time

Appointment Status

Benefited

Special Instructions to Applicants

To be considered an applicant, you must submit your application, resume, letter of recommendation, and cover letter online. The University of Denver is committed to enhancing the diversity of its faculty and staff and encourages applications from women, minorities, people with disabilities and veterans. DU is an EEO/AA employer.

Please see our extensive benefit package at www.du.edu/hr/benefits