

Digital Resource Support Specialist

The Visual Resources Collection in the Art Department seeks an energetic and detail-oriented Digital Resources Support Specialist to work .75 FTE. This position reports to the Visual Resources Librarian and Art Department. The position is responsible for cataloging, collection development, public service, and maintenance of the image collections.

The position also works closely with the faculty to determine and fulfill their image needs for teaching and research, which involves researching and acquiring new images, cataloging images, enhancing the cataloging system and building databases. The Digital Resource Support Specialist works on all aspects of making images available including uploading digital images and data and supporting users of images in multiple software applications (CONTENTdm, PowerPoint, ARTstor). Must have excellent communication, organization, interpersonal, skills.

Prefer applicants with one or more European languages and familiarity with literature in the field. Qualifications include, BA Art History, Media with the knowledge of computer software, photography; two years experience in a visual resources facility and image database management; or any combination of training and experience that provides the applicant with the desired skills, knowledge and ability required to perform the job.

Send resume and cover letter to Reed College Human Resources by 8/11/2010. An Equal Opportunity Employer, Reed values diversity and encourages applicants from underrepresented groups.