

**Visual Resources Technician/Curator, Art Department, Oklahoma State University,  
Stillwater, OK**

**All applicants must apply online through Oklahoma State University Human Resources job**

**site:** <https://jobs.okstate.edu>. Click on the right hand side: Search Listings. Type in the Requisition/Listing number: **06283**. Please contact Chris Ramsay for more information. [chris.ramsay@okstate.edu](mailto:chris.ramsay@okstate.edu) or call 405/744-6016.

Position Type:	Staff
Approved Position Title:	VRL Technician
Position Number	631636
Campus:	Stillwater
City:	Stillwater, Oklahoma
Department	AA C3021 - ART
Hiring Range:	\$13.20 to \$16.70 hr. (Contingent upon available funding.)
Work Schedule:	M-F, 8am-5pm.
Listing date:	07-21-2010
Closing Date:	Open Until Filled
Job Summary:	Direct and administer all Visual Resource Library Student Tech Fee related hardware/software projects and Visual Resources Library (VRL) operations and services including acquisitions, original cataloging, digital reproduction, preservation, conservation, reference services, collection development, and staff management. Develop and execute Special Projects to benefit the Visual Resources Library, Department of Art, and/or the Gardiner Art Gallery.
Special Instructions to Applicants	For maximum consideration, deadline for receipt of application material is August 18th. However, the position will remain open until filled.
<b><u>Requisition/Listing Number</u></b>	<b><u>06283</u></b>

## **Education and Experience**

### **Required**

Degree	High School/GED
Experience:	HS/GED and four years related technical experience; or 2 years post-secondary education and 2 years related technical experience; or Bachelor degree
Skills, Proficiencies and Knowledge	Experience working with Mac and PC, Microsoft Office and Adobe products, especially PowerPoint and Photoshop. Experience with image production/editing hardware and software and strong technical skills. Experience with databases, search engines, web technologies, library catalogs and bibliographic instruction.

### **Preferred**

Field of Study:	Art or Art History and Library Science and Informational Studies
Degree:	Master's
Experience:	Minimum 2 years library, museum or archive experience. Library organizational schema and classification system experience. Personnel management experience and skills.