

Visual Resources Curator Assistant - History of Art - (KCB23923) at Vanderbilt University

Vanderbilt University is a center for scholarly research, informed and creative teaching, and service to the community and society at large. Vanderbilt will uphold the highest standards and be a leader in the

- quest for new knowledge through scholarship,
- dissemination of knowledge through teaching and outreach,
- creative experimentation of ideas and concepts.

In pursuit of these goals, Vanderbilt values most highly

- intellectual freedom that supports open inquiry,
- equality, compassion, and excellence in all endeavors.

Our Mission

To be a truly preferred place to work nationally, being THE model of excellence in customer service, response time, accuracy of information and pride of affiliation with our institution.

Job Description:

Works in association with the visual resources curator in the management of the history of art image collections; conducts research and assists in the expansion of a database of digital images used in the teaching of art and art history; assists collection users; participates in the training and supervision of temporary workers.

Minimum Requirements:

This position requires a Bachelors degree and a minimum of 6 months relevant experience.

Preferred Skills and Experiences:

Bachelor's degree in History of Art strongly preferred

Key Functions and Expected Performances:

- Provides services in accordance with the curator and faculty's goals, objectives and deadlines; conducts research as necessary to identify and catalog images of artworks in conformity with the established system.
- Locates and selects materials, both in print and digital, with the goal of providing high quality images for use in instruction. Coordinates this function with curator and faculty.
- Remain current on the latest technologies and relevant software.
- Participates in the training and supervision of temporary workers in the

- performance of various duties related to the digital image collection.
- Provides assistance to collection users; resolves routine to complex problems related to user requests; assists with research and special projects.
- Assumes some responsibilities of the curator in the curator's absence.
- Provides pertinent acquisition records, including appropriate documentation of sources.
- Other relevant tasks as assigned

Additional Information:

Please apply online at <http://vanderbilt.jobs/> (Requisition No.:KCB23923) by **August 15, 2010**. Applicants will need to create a candidate profile and upload a copy of your cover letter and résumé.

This is a full-time position (35 hours per week)

Hours are 10:30am until 6:00pm; Monday thru Friday (to provide evening coverage and support).

Salary ranges from \$10.10(min) - \$13.46(mid) - \$16.81(max) per hour; dependent upon years of education and experience.

Experience may be substituted for education: basic qualification requirement on a 2:1 basis (2 years of experience for each year of education required, but not attained)

Education may be substituted for experience: basic qualification requirement on a 1:1 basis (1 year of education for each year of experience required). Candidates must have at least 12 months of experience.

Background screens will be performed and must be approved prior to employment. Please be prepared to provide required information and/or documentation.

Vanderbilt is a smoke-free workplace in compliance with the Non-Smoker Protection Act, Tennessee Code Annotated 39-17-1801-1810. In accordance with that law and Vanderbilt policy, smoking is prohibited in all buildings on Vanderbilt property and on the grounds of the campus with the exception of designated outdoor smoking areas.

Posting expires on 08/15/2010 - Interested applicants must apply to be considered.