

ARTstor is recruiting for an **Imaging Production Supervisor**. Nominations and applications, including a cover letter, resume and salary history should be emailed to: imaging@artstor.org

Applications will be accepted until the position is filled. No telephone calls please.

Imaging Production Supervisor
Production Department
ARTstor
New York, NY

The Imaging Production Supervisor oversees the development, review, production, and quality control of imaging projects for collections released in the ARTstor Digital Library and related projects. The Imaging Supervisor will also be responsible for supervising and scheduling the work of a team of Imaging Associates. The Imaging Production Supervisor reports to ARTstor's Senior Production Manager. This position is based in New York.

ARTstor is a nonprofit organization that assembles and makes available a growing digital library of images, along with the software to actively use and share those images, for noncommercial educational and scholarly uses. ARTstor collaborates with museums, higher education institutions, artists, scholars, photographers and others in obtaining content for the ARTstor Digital Library. For more information about ARTstor, see our website at www.artstor.org.

Responsibilities:

- Evaluate and maintain imaging needs and standards for potential and ongoing projects and ensure that documentation of imaging standards is maintained according to community standards;
- Effectively communicate ARTstor's imaging policies and specifications to partners, contributors, and vendors, as well as providing ongoing guidance to internal stakeholders as necessary;
- Oversee and manage in-house and vendor scanning, image quality control projects, and track status of imaging projects in the production tracking system;
- Prepare large numbers of image files using batch conversion tools and scripts for multiple purposes, including ingest into ARTstor's digital asset management system, release in the ARTstor Digital Library, and return to contributors and partners, as well as responding to internal communications requests;
- Keep track of image error requests as they are received, make corrections, and coordinate the ingest and release of updated images;
- Collaborate with other members of the Production Department and the Technology Team in developing and upgrading in-house image management tools and systems;
- Advise colleagues and contributors about new digital photography and other multimedia technologies;
- Ensure that optimal conditions for image quality control are maintained at imaging workstations;
- Train, schedule, and supervise Imaging Associates;
- Work on image quality control projects as necessary.

Qualifications:

ARTstor seeks an individual with a strong background in all aspects of digital imaging, analog and digital photography, and management and preservation of digital images. The candidate must have excellent written and oral communication skills and be able to interact with ARTstor users, contributors, subscribers, and staff in a diplomatic and professional manner. MLS or equivalent experience in a research library, museum, or visual resources environment strongly encouraged.

Candidate must have demonstrated experience with and an excellent knowledge of:

- Adobe Photoshop CS and Adobe Bridge;
- Operating and maintaining digital capture devices, such as scanners and digital cameras;
- Microsoft Excel and FilemakerPro, or Microsoft Access;
- Overseeing the production and management of large numbers of digital images;
- Community-based best practices for digital photography and capture and color management and profiling;
- All aspects of technical, administrative, and descriptive image metadata, including among others XMP, EXIF, and IPTC;
- Digital asset management and tracking systems;
- Training and supervising staff.

Preferably the candidate will also have a working knowledge of:

- Bibliographic control issues and information management within museums, libraries, or visual resources collections and including among others such metadata standards as VRA Core, Dublin Core, and CDWA Lite;
- Analog formats such as 35mm slides, 4x5" transparencies, lantern slides, prints, etc.
- Audio, video, and such 3-d file formats as QTVR, as well as other multimedia file formats and web applications;
- Creating and implementing custom panels in Adobe Photoshop CS;
- Bulk image processing programs and shell scripting.

About ARTstor

ARTstor is an equal opportunity employer. ARTstor offers a competitive salary based on experience, excellent benefits, and a collegial working environment. Nominations and applications, including a cover letter, resume and salary history should be emailed to: imaging@artstor.org

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