

Purchase College – SUNY invites candidates for the part-time position of **Image Cataloger**. Applications only accepted via <https://jobs.purchase.edu/>.

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| Posting Number: | 0800157 |
| Job Title: | Image Cataloger (Part-time) |
| Application Deadline: | 09-16-2011 |
| Department: | Library |
| Full-Time or Part-Time: | Part-Time |
| Part-time %: | |
| Salary: | \$23.00 per hour |
| Description: | <p>The Visual Resources Collection in the Purchase College Library seeks an energetic and detail-oriented individual for the part-time position of Image Cataloger. The mission of the Visual Resources Collection is to provide expert support to the Purchase College community through the development and provision of high quality visual resources. The Library's image collection consists of approximately 80,000 slides and 5,000 digital images that are made available to faculty and students using the EmbARK web kiosk</p> <p>Under the general supervision of the Art Librarian, the Image Cataloger is responsible for cataloging and collection development. The Cataloger researches, acquires and catalogs images, enhances authority tables, and edits catalog records. The Cataloger works on all aspects of making images available including digital file transfer.</p> <p>Preferred candidate would be able to work Saturdays and supervise the main circulation desk.</p> |
| | <p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> *Performs original cataloging, description and classification, of digital images and slides. *Participates in the development of image classification and retrieval systems. *Participates in maintaining and updating the image cataloging workflow. *Participates in digital image collection development *Creates and maintains authority files for artists, architects, museums, architectural and archaeological sites. *Participates in training, directing and reviewing the work of student assistants. *Participates in overseeing the circulation and physical maintenance of the slide collection. *Participates in overseeing main circulation desk. *Catalogs donated art books and other art related materials as needed. |

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| | <p>*Performs other job-related duties as assigned or directed.</p> |
| <p>Qualifications:</p> | <p>REQUIRED:</p> <ul style="list-style-type: none"> *B.A. in Art History (or related field), with excellent knowledge of Art History, Architectural History, Photography, and Art and Design *MLS/MLIS from an ALA-accredited library school and/or previous library/visual resources collection experience *Demonstrated knowledge of descriptive and structural metadata standards, e.g. MARC, Dublin Core, VRA Core, CDWALite, etc., and data content standards, e.g. AACR2, CCO, etc. *Working knowledge of cataloging principles, standards, and tools, as well as an understanding of controlled vocabularies, taxonomies, and thesauri, such as the Getty Research Institute's AAT, TGN, and ULAN. *Intimate knowledge of general computer use in a networked PC environment *Familiarity with scanning and image correction in Photoshop. *Excellent communication, organization, interpersonal, and customer service skills *Attention to detail and accuracy <p>PREFERRED:</p> <ul style="list-style-type: none"> *At least 1 to 2 years' visual resources and/or cataloging experience *Knowledge of digital image management systems, such as Embark and ARTStor *Knowledge of photographic processes and ability to evaluate analog and digital image quality *Working knowledge of French, German, or Italian <p>The ideal candidate will be detail and service-oriented, professional, reliable and able to work efficiently and effectively under deadlines in a rapidly changing service-oriented environment.</p> |
| <p>Special Note:</p> | <p>HOURS: 14 to 24 hours per week. Schedule is negotiable.</p> <p>To apply for this position, complete an on-line application and attach a resume and cover letter. The names and contact information of three references must be included and attached as Other Document 1. Review of applications will begin immediately.</p> <p>For more information visit http://www.purchase.edu/departments/library/ and http://purchase.libguides.com/VRC</p> <p>Purchase College is an EEO/AA Employer. Women and minority candidates are encouraged to apply</p> |