

VISUAL RESOURCES MANAGER

Lafayette College, Easton, PA

The Visual Resources Manager serves the curricular and research needs of the Department of Art, with secondary responsibility for support of other campus constituents. Coordinates Visual Resources for art history and studio art instruction at Lafayette College and manages the Digital Imaging Center embedded within the Department of Art. Contributes to the development of a core image collection to support the curriculum, including image production, user support for digital assets, general hardware and software troubleshooting, and consultation on best practices for daily use of digital resources. Reports to Digital Scholarship Services in Skillman Library, and the Chair of the Department of Art.

Duties and Responsibilities: Directs on-site image production workflow, including pre-production organization and preparation of analog materials to be digitized. Consults with faculty concerning image acquisitions and accessions image orders for inclusion in the Art Departmental Visual Resources Collection. Researches pre-existing digital content available for subscription or purchase. Prepares and manages order-specific workflows for procurement and/or capture. Recommends enhancements to policy and workflows. Assists with database administration, quality control, and entry of administrative, descriptive, and technical metadata. Performs and supervises all aspects of digital image production, editing, cleaning, and repurposing. Trains and manages undergraduate student assistants in image production tasks, including: basic scanning and editing; handling and processing of analog photographic materials to be digitized; basic data-entry and database procedures.

Provides training and support for the use of Lafayette's image collection resources and art instruction classrooms, including: on-call faculty support for hardware and software issues during creation and presentation of visual lectures, aiding in retrieval of desired image content, installation of client software, and repurposing digital image content to desired end-use specifications. Administers and assists with use of public-access computer lab workstations in the Visual Resources Center, including management of faculty-prepared examinations. Installs and tests potential imaging technologies for learning and research. Trains and oversees undergraduate student employees to assist in these responsibilities.

Consults with faculty on and assists in preparation of web-based resources for deployment with course management software. Manages and suggests improvements to procedural workflow for content updates to the Department of Art web page and ensures review of the accuracy of course information.

Attends monthly Department of Art meetings and directs faculty issues and concerns as appropriate to address by Digital Services. Provides general technical support for the Digital Image Center. Participates in cross-team projects and performs other duties as required. Maintains professional skills by attending conferences, workshops and trade shows.

Education/Experience: Master's degree in the visual arts or library and information science preferred. Bachelor's degree plus two years relevant experience, or an equivalent combination of education and experience.

Skills: Excellent communication, organization, interpersonal, and customer service skills. Strong background in digital imaging and computer troubleshooting skills with competence in both Microsoft Windows and Mac OS environments. Experience with principles of color-managed workflows, digital copy photography, reflective and transmissive scanning techniques, and batch editing/automation techniques. Expert skill in use of common image manipulation and presentation software. Experience with relational database software, data entry, and reporting. Acquired expertise with digital library resources such as ARTstor, SharedShelf, CONTENTdm, and Microsoft Access required. Reading knowledge of one additional foreign language desired.

Application: For consideration, please submit a cover letter, resume and the names and contact information of three professional references to: Eric Luhrs, Skillman Library, Lafayette College, Easton, PA 18042 or via email to luhrse@lafayette.edu.