

Visual Resources Curator Assistant, Vanderbilt University, Nashville, TN

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.

Vanderbilt University currently has an immediate opening for a Visual Resources Curator Assistant. The candidate selected for this position will work in association with the visual resources curator in the management of the history of art digital image collection; conducts research and assists in the expansion of a database of digital images used in the teaching of art and art history; assists and educates collection users with the various resources and technology; participates in the training and supervision of temporary workers.

Key Functions and Expected Performances:

1. 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.
2. 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.
3. Remain current on the latest technologies and relevant software.
4. Participates in the training and supervision of temporary workers in the performance of various duties related to the digital image collection.
5. Provides assistance to collection users; resolves routine to complex problems related to user requests; assists with research and special projects
6. Assumes some responsibilities of the curator in the curator's absence.
7. Provides pertinent acquisition records, including appropriate documentation of sources.

Additional Information:

Please apply online at <http://vanderbilt.jobs/> (Requisition No.:1101259). Applicants will need to create a candidate profile and upload a copy of your cover letter and résumé.

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

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

Salary ranges from \$12.00 per hour - \$16.00 per hour; dependent upon years of education and experience.

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

This position will remain open until filled. Interested applicants must apply online to be considered an applicant for the position.