

Visual Resources Specialist
School of Art and Design, Texas State University, San Marcos

General Description

As a team member of the Art and Design Resource Center: responsible for responding to audio-visual requests, training of faculty in audio-visual equipment and software use, and for development and maintenance of digital imagery system in the Art and Design Resource Center.

Required Qualifications

Knowledge of: Applicable policies and procedures; intermediate math and general copyright laws; MDID and ARTstor system operation; Photography and Copy Stand procedures and operation; audio visual equipment operation.

Skill in: Preparing clear, grammatically correct data reports; establishing rapport with others; working as a team member under the direction of the Microcomputer Lab Coordinator II/ Art and Design Resource Center Team Leader.

Ability to: Read and interpret policies and procedures, technical manuals, and copyright laws; generate, create, review and interpret data reports; communicate clearly and effectively, conducting business in a professional manner.

Preferred Qualifications

Bachelor of Fine Arts - Photography or Studio

Bachelor of Science - Communication Studies, Library Science

Work Experience or equivalent experience in copy stand, library cataloguing systems, digital imagery, information technology equipment and software use.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Knowledge of archives and materials currently held by Art and Design Resource Center.

Other referred requirements

Possess a sound knowledge of audio visual equipment operation, MDID system, ARTstor system and copy stand operation, digitization of art forms and cataloging.

Read more about duties and requirements, and apply, here:

<https://jobs.hr.txstate.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1320351283655>

Note: Job closes at 5pm on Nov. 7, 2011