

Curator of Visual Resources, Occidental College, Los Angeles, CA

Job Summary:

The Curator of Visual Resources is primarily responsible for the continued development and management of the collections of visual materials in the Department of Art History and Visual Arts (AHVA) at Occidental College; for the maintenance and expansion of the computerized database of slides and digital images; for the full implementation of a digital image database; and for the hiring and supervising of student workers. The Curator provides reference and instruction services for users of the collections, including AHVA faculty, students, and – to the extent possible – the campus community and outside visitors.

Essential Functions:

1. Develop policies and long-range planning for the collections, facilities, and services.
2. Organize, maintain, and expand our growing collection of digital images as well as some 80,000 traditional glass-mounted slides.
3. Coordinate all aspects of collection development, including researching visual resource materials and sources, locating publications, dealing with vendors and copyright holders, and managing the acquisition and accessioning of new digital materials. Includes managing the replacement of damaged or deteriorating slides as needed.
4. Catalog new images – both still and moving – into the collection, including library/Internet research as necessary.
5. Collaborate with ITS to manage/maintain the computerized database, including performing scheduled back-ups and routine file maintenance, coordinating software upgrades, communicating with the software vendor regarding problems, customizations, and related issues.
6. Oversee the digitization of the collection's images and integrate the image database with the slide database. Involves selecting and purchasing necessary software/hardware and project management.
7. Work closely with AHVA faculty (including art history, studio art, and film/media studies) to support their teaching and research needs;
8. Plan and deploy departmental and course-related web pages using images from the image database.
9. Supervise staff of 4-14 student employees, including their selection, hiring, training, scheduling, and oversight.
10. Assist patrons of the VR collections, including faculty, students, and visitors, in locating and using digital resources and traditional slides.
11. Maintain equipment, used by the visual resources library and in classrooms used by AHVA faculty, including computer equipment, scanners, printers, slide projectors, and database/digital image hardware. Arrange specialized maintenance/repair as needed.
12. Collaborate with ITS and Library staff to develop coordinated standards of collection development and image delivery.
13. Perform other duties as assigned.

Job Qualifications:

- BA or MA (preferred) in art history or arts-related discipline.
- Expertise with archives management, art/metadata standards and best practices.
- Experience with digital resource management software, such as MDID, CONTENTdm.
- Experience in creating, capturing, and processing images in a variety of digital formats.
- Experience with manipulation of digital imagery, both still and moving images.
- Experience in cataloguing digital imagery, both still and moving images (MLIS coursework welcome) .
- Familiarity with one or more metadata standards such as VRA or Dublin Core.
- Familiarity with various commercial and subscription-based image bases such as ArtSTOR.
- Strong technological skills in both Window and Macintosh environments, working with software including, but not limited to: Adobe PhotoShop, PowerPoint, Excel, FrontPage, DreamWeaver, MS Access, and Filemaker Pro.
- Strong written and oral communication skills, with the ability to orient faculty, staff, and students in the use of the collections and computer applications.
- Ability to manage multiple projects, problem-solve.

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