

Part-time Technologist, Fashion Institute of Technology, New York, New York

PART TIME TECHNOLOGIST C

Department: Library

Supervisor: Jana Duda

Days/Hours: 19 hrs/wk: As scheduled by the department.

/Schedule subject to change based on the needs of the department./

Salary: \$27.12 per hour**/*

Effective: Immediately

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Qualifications

Bachelor's degree or completion of four years in an accredited post secondary institution of learning and two years of related experience or Associate's degree or completion of two years in an accredited post secondary institution of learning and four years of related experience. A minimum of two years of experience must be in a server/client/networked environment (Mac OSX server, Windows server) and should include experience with image file formats and digitization methods, digital storage and archiving technologies and databases in both Mac and PC platforms. Must have a familiarity with image databases and their application and working knowledge of peripherals, including; scanners, digital cameras and printers. Ability to utilize various software packages including Adobe Creative Suite, Microsoft Office Suite, FileMaker Pro, etc. Applicant must be proficient in PhotoShop and must be proficient in both Microsoft Windows and Apple Operating systems. Some course work in Art History, Photography and/or Fine Arts is desirable. Experience providing customer support in an IT environment, preferably in a college/university environment is highly desirable. Web development experience preferred. Must be able to troubleshoot computers/servers, scanners and photographic equipment. Must have knowledge of color calibration software and basic scanning and digital photography techniques. Must have ability to communicate instructions, techniques and be able to respond to basic questions regarding the use of software and hardware. Strong communication and organizational skills required. Must possess and demonstrate quality customer service skills and flexibility.

Duties and Responsibilities

Scan source materials (photographic prints, slides and other formats) from the College Art History slide library, Library Special Collections and other college departments for digital image database and networked delivery for teaching/study/research purposes. Integrate text and images in the digital databases within established guidelines to assure image and file-name consistency. Create digital masters and associated technical metadata based upon adopted guidelines. Process and optimize master images as necessary to create access and use derivatives. Perform quality control of digital images and perform image manipulations, color corrections and retouching as needed. Inventory and archive image files and associated records to CD/DVD for offline storage. Interact with campus IT to maintain and trouble shoot Window IIS server and backup servers. In consultation with supervisors, assist faculty with metadata creation and integration of digital technologies into their course work and with departments to researching new collections for inclusion and digitization. Partner with other institutions and vendors to host our digital images and metadata. Administrate rights, access and passwords. Handle special projects as assigned and assist as a back-up technician supporting the other members of Library IT and in the Graphics Lab.

This is a general description and is not to be construed as all-inclusive.

To Apply

Qualified candidates who are interested in this position should file their application with Tamara Lam-Plattes, 236 West 27th Street, 11th floor.