



POSITION AVAILABLE
VISUAL RESOURCES TECHNICIAN and RIGHTS COORDINATOR

WORK SUMMARY:

Working under the direction of the collections librarian/archivist, and as a member of the collections department, assists with the preservation, security and access of all visual resources in the Preservation Trust's research and archival collections. Administers responsibilities within the parameters of the policies and procedures established by the American Association of Museums (AAM), the Society of American Archivists (SAA), and the complementary policies and procedures established by the Preservation Trust. Provides services necessary to make visual resources available to the Preservation Trust's internal and external patrons and clients. Works closely with the collections librarian/archivist to provide for the delivery of imaging services for the broadest group of users possible, on a fair and equitable basis. Work is conducted at two separate museums sites, the Frank Lloyd Wright Home and Studio in Oak Park and at the Frederick C. Robie House in the Hyde Park neighborhood of Chicago.

DUTIES:

1. Respond to inquiries for visual resources in the Preservation Trust collections, including images of Preservation Trust sites, collections, and activities. Assist patrons and clients with use of visual materials using online tools and by appointment in the research center as needed, working closely with collections department staff as appropriate.
2. Process written requests from external and internal clients for visual images in a timely and professional manner. Department goal is a 24-hr initial response time and a 7-day turnaround time from receipt of written request.
 - a. Obtain authorized condition of use agreements; ensure that image requestors follow conditions.
 - b. Initiate statements, receive payments, refer payments to accounting department and follow through on overdue accounts.
3. Track processing and use of imagery of Preservation Trust sites, collections and activities. Document and maintain physical and digital files of requests, order fulfillments and contracts. Prepare reports documenting trends in image inquiries and statistics on use of visual resources holdings as directed by collections librarian/archivist.
4. Stay conversant with copyright issues relating to visual resources, and assess procedures involving digital, electronic and photographic collections, especially within the context of museums and archives. Actively participate in department meetings and in the development of policies, procedures and strategies governing fee-based visual resources services.

5. Coordinate non-PR requests for new still, film and video photography for both sites per department policy. Work with appropriate staff and departments to coordinate film and photography needs with those of other operational areas of organization.
6. As directed by the collections librarian/archivist, find images, secure rights, and negotiate fees from outside repositories, photographers or vendors to procure images as needed for research center collections, museum programs, or marketing/publications projects.
7. As directed by the collections librarian/archivist assume responsibility for documenting and archiving the ongoing restoration work at the Frederick C. Robie House. This will involve photographing active restoration projects as well as identifying, digitizing, and cataloging new and existing visual resources.
8. Identify, label, describe, organize and store visual resources at both sites per department policy and procedure, adhering to descriptive metadata standards identified by the collections librarian/archivist. Assume responsibility for routine backups of image files and image data to multiple formats at both sites and initially troubleshoot basic technical issues arising from software or hardware used in creating database records at either site.
9. Assist with collections digitization projects as directed by collections librarian/archivist and working with members of collections staff to ensure safe and effective digitization of Preservation Trust visual resources collection and the administration and control of these copies for internal purposes.
10. Assist collections librarian/archivist with supervision of research center interns and volunteers as needed.
11. Participate in and complete the first available scheduled interpreter training program, successfully learning the content of Preservation Trust public tours.
12. As a team member of the Preservation Trust, demonstrate positive interpersonal skills that promote open communication, friendliness, and respect for all positions, maintenance of confidentiality and success of organization.

QUALIFICATIONS:

Bachelor's degree in art and/or art history, fine arts, information, or museum studies required; master's degree preferred. Required experience includes 2+ years in a library or photo archives setting working with visual materials, experience with digital projects, and knowledge of copyright issues preferred. Incumbent will have demonstrated experience with image cataloging standards, including an understanding of technical and descriptive metadata; skill with both 35mm and digital photography, and experience using database software such as FileMaker Pro. Ability to work collaboratively in a team environment with professional and paraprofessional staff and volunteers, and to work professionally and successfully with a variety of constituencies including the general public, scholars, volunteers, members and staff are required. Previous sales experience a plus.

TO APPLY:

Applications must include cover letter and resume. Only materials sent by email will be accepted and can be sent to apply@wrightplus.org. Indicate *Visual Resources Technician and Rights Coordinator* in the subject line of the email. Position begins as soon as possible. No phone calls please.

Multi-level work area; museum building and administrative offices not accessible to the mobility impaired. Position requires frequent and regular computer and phone use. Travel to off-site locations necessary. Workplace is a smoke-and drug-free environment. Equal opportunity employer.