

VISUAL RESOURCES ASSISTANT
Newseum Support Center, Laurel, MD

The Newseum is currently seeking candidates for the position of Visual Resources Assistant. This person will work in the Visual Resources department which is responsible for the research, acquisition, cataloging, licensing and archiving of images for exhibitions, publications, merchandise, and other museum uses.

DUTIES

- Responsibility for digital image file management and cataloging support for an existing digital asset management system.
- Create and maintain research logs for exhibits and logs for photos under consideration during exhibit development.
- Organize research documents for future reference and use.
- Assist in trafficking digital and analog files to various internal and external clientele as needed.
- Maintain library of original source digital materials for reference and retrieval.
- Re-house, label and file analog images and electronic media as required.
- Input technical photographic and descriptive metadata into digital asset management system
- Assist in conducting photo research with stock agencies, libraries, museums and online sites as required.
- Undertake general departmental administrative responsibilities.

REQUIREMENTS

- Bachelor's degree or equivalent experience and at least two years experience or educational training in museum photographic department or archive, library or archives, or photo research environment.
- Experience with digital asset management systems or photographic databases.
- Exceptional organizational skills strong attention to detail.
- Ability to work on multiple tasks simultaneously, prioritize tasks, and make multiple deadlines in a fast-paced environment .
- Be self-motivated, work independently, and able to work collaboratively with staff.
- Strong verbal and written communication skills, strong visual orientation strong computer skills, including experience with both PC and Macintosh platforms, Photoshop, and Microsoft Office Suite programs.
- Knowledge of American history and news events is important.

This is a full time position which is based at the Newseum Support Center in Laurel, Maryland. Some weekend work may be required.

The Freedom Forum/Newseum may require applicants to successfully pass pre-employment background and/or drug screenings.

The Freedom Forum/Newseum offers competitive salaries and excellent benefits .

Please visit the following link to apply:

<http://tbe.taleo.net/NA9/ats/careers/requisition.jsp?org=FREEDOMFORUM&cws=2&rid=28>

Newseum
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