

Assistant Visual Resources Librarian

General Description:

The position provides reference and bibliographic instruction, in addition to management and promotion of the library's digital image databases hosted through ARTstor and MDID. The position also involves assisting students and faculty with all aspects of library circulation. Watkins College is a four-year nationally accredited College of Art and Design offering BFA degrees in Fine Arts, Photography, Graphic Design, Interior Design, and Film. Watkins College of Art & Design offers a studio-based curriculum, supported by a strong academic foundation. The faculty and staff are committed to a learning-centered environment that challenges the student to engage the mind, train the eye and cultivate talent and skill into an active realization of creative potential.

Reporting to the WCAD Library Director, the Visual Resources Librarian will:

- Initiate, implement and conduct aggressive programs of course-related library instruction and outreach to the WCAD community
- Effectively assess and communicate customer needs to build user-centered services and collections
- Actively pursue new developments in technology support for the arts disciplines
- Manage the construction of the Watkins digital image database using MDID
- Provide oversight for copystand work as requested by faculty
- Catalogue images in File Maker Pro with VireoCat
- Write procedure tutorials for newly acquired electronic resources
- Acquire digital images for MDID
- Facilitate the inventory and reorganization of the slide collection in MS Access
- Digitize select portions of the slide collection for access in MDID
- Train students and faculty in the effective use of image and scholarly databases
- Supervise Photoshop techs in digital image scanning and editing

Qualifications (required): The vacant position requires an MLS/MLIS from an accredited school of library and information science as well as excellent communication and presentation skills. Non-traditional hours which include nights and weekends are required.

Preferred Qualifications: Experience with VireoCat, MDID, and/or ARTstor. Experience with File Maker Pro and/or database management. Interest in film, fine arts, and design. The qualified candidate will also demonstrate a commitment to professional growth and development.

Watkins College is an equal opportunity employer. To learn more about Watkins College of Art & Design, visit our website at: www.watkins.edu

Send Cover letter, resume and contact information for three professional references to:

John Sullivan
Vice President of Academic Affairs, Dean
Watkins College of Art & Design
2298 Rosa L. Parks Boulevard
Nashville, TN 37228
615-277-7413
Fax: 615-383-4849
jsullivan@watkins.edu