

Virginia Commonwealth University
School of the Arts in Qatar

Position: Image Resources Curator
Position Number: FA4340
Location: Doha, Qatar
Position Begins: July 1, 2009

VCUQatar (www.qatar.vcu.edu) is a four-year, degree granting campus of Virginia Commonwealth University, School of the Arts, ranked by *U.S. News and World Report* as the leading art and design program among all U.S. public universities. The fully accredited School is located in Doha, the capital city of Qatar. VCUQatar is affiliated with the Qatar Foundation for Education, Science, and Community Development (www.qf.org.qa). Celebrating ten years of operation, VCUQatar offers BFA degrees in Fashion Design, Graphic Design, and Interior Design with the majority of students from the Gulf region and approximately 30% international. A Master of Fine Arts in Design is undergoing final review for implementation in Fall 2009, becoming the first MFA in Design in the Gulf. VCUQatar was the first campus established in Education City and has since been joined by Carnegie-Mellon University (Business and Computer Science), Cornell University's Weill School of Medicine, Georgetown University School of Foreign Service, Northwestern University (Journalism and Communication), and Texas A & M University (Engineering). The VCUQatar Library advances the University's teaching, research and service mission with its specialized collections and services focusing on the design curriculum. The collections include books and media, journals, an image library and electronic resources; a materials library is proposed to support the new MFA. The VCUQatar Library receives support from VCU Libraries, including document delivery services, to supplement its collections.

Position Description

This position manages the day-to-day operations of the Image Resource Library and Archives and delivers user services. The Visual Resources Curator will collaborate and work closely with faculty and other IRL staff to continue the development of a proactive service to support curriculum, research, and administrative activities. This person will be responsible for ongoing collection development in coordination with the Head of Image Resources and Archives, and will perform cataloging and database management using the Luna Insight system. They will provide workshops and individual support for faculty use of image resources for teaching, learning and scholarship. This position will report to the Head of Image Resources and Archives.

Qualifications

Required: Masters degree in Art History or related field, or Masters Degree in Library/Information Science with additional degree or substantial knowledge of the field of Art History, or equivalent. Substantial experience working with image resources collections including digital formats, with knowledge of the issues around the creation, maintenance, and access of an image resources collection and familiarity with standards for visual materials. Experience working with digital imaging technologies. Strong commitment to proactive library service and enthusiasm for work with students and faculty. Strong interpersonal and communication skills, and ability to work in a collaborative setting. The ability to successfully initiate, track, and manage projects. Fluency in written and spoken English.

Preferred: Experience managing digital and analog visual resources collections including: cataloging and processing of images; copy stand and photography skills; collection automation and data management software; conservation issues and strategies; current digital resources and technologies; legal and ethical issues related to visual resources management. Knowledge of standards and technologies for the creation, storage, archiving, dissemination and use of digital images in the classroom. Familiarity with Luna Insight.

Review of applications begins December 1, 2008 and continues until position is filled.

Application Process

Qualified applicants who have a record of achievement appropriate to VCUQatar should submit a letter of interest with a curriculum vitae, unofficial transcripts, and the names of five references including email and telephone contact information to Ryan Ellington (rfellington@vcu.edu), Human Resources Administrator. Only Electronic submissions will be accepted.

To read the full job description and for information about benefits and VCUQatar, please visit
www.vcu.edu/arts/employment/qatar

Virginia Commonwealth University is an Equal Opportunity/Affirmative Action employer. Women, minorities and persons with disabilities are encouraged to apply.