

Visual Resources Curator

Princeton University seeks a Visual Resources Curator located at the School of Architecture. The position is responsible for all daily operations of audio-visual use at the School of Architecture: manage the Visual Resources collection of slides, digital images, audio and videotapes; manage new digital conversion procedures according to industry and university standards; coordinate slide photography and scanning of images for faculty; document all M.Arch. thesis projects for archive; administer Visual Resources budget for materials and equipment; provide technical assistance for use of photographic and audiovisual equipment for faculty, students and visitors to the School; provide media support for lectures, conferences, symposia, colloquia sponsored by the School; maintain collection website; schedule use of all audio-visual and computer equipment for School use, including lectures, conferences; schedule use of scanners, copy-stand room and photo studio

Position Requires:

- BA in Art History and/or Architecture
- Software knowledge: MS Office suite; Adobe Photoshop and Illustrator; AutoCAD; Dreamweaver; Debabelizer; Spyder 2 Pro Studio; web design software
- Hardware knowledge/experience: slide projector; VCR; DVD; laptop computer; video projector; 35mm camera; digital camera; analog and digital recorders; document scanner; film scanner

Preferred Qualifications:

- MA in Art History and/or Architecture
- Library or visual resources experience
- Experience as an art cataloguer or comparable experience
- Knowledge of Almagest (University developed networked database)
- ARTstor offline image viewer
- EmbARK Cataloger database

To apply visit our jobsite at <http://jobs.princeton.edu/applicants/Central?quickFind=57317>