

## **Image Cataloger**

The Philadelphia Museum of Art seeks an enthusiastic and flexible individual to catalog materials in the Albert M. Greenfield Visual and Digital Resource Center's growing collection. Materials include archival images, images of art and architecture related to the Museum's collection and programs, digital surrogates of traditional library materials, and teaching materials. The Image Cataloger will work closely and collaboratively with the Visual and Digital Resources Librarian and the other members of the Library staff. The position also includes service on the Library Reference Desk and may entail occasional weekend hours. The Image Cataloger is a grant-funded position with an expected duration of one year.

MLS/MLIS from an ALA-accredited library school required; BA in Art History, history or humanities preferred. Also required: 1-3 years experience in an academic library, special library, or archive, including experience in a public/customer service position; intimate knowledge of Photoshop, Microsoft Office, and general computer use in a networked PC environment, and a facility with new technology; knowledge of MARC, AACR2, controlled vocabularies, and archival arrangement and description principles; demonstrated ability to manage time and service pressures with composure and resourcefulness, and ability to work as part of a team.

**Application Deadline: June 23, 2008**

The Philadelphia Museum of Art is an equal opportunity employer with a commitment to create and maintain a diverse community. Please forward a cover letter and resume to one of the addresses listed below. The preferred method of application is via e-mail, using a Microsoft Word format.

You may e-mail your resume to:

- E-mail: [jobs@philamuseum.org](mailto:jobs@philamuseum.org) <<mailto:jobs@philamuseum.org>>
- Please include the title of the position for which you are applying in the subject line of the e-mail.

Or, if you wish to mail your resume, please send it via U.S. Mail or facsimile to:

- Human Resources Department  
Philadelphia Museum of Art  
P.O. Box 7646  
Philadelphia, PA 19101-7646
- Fax: (215) 684-7977