

**Job Title:** Image Cataloger

Department of Art History, Visual Resources Collection Full-time 37.5 hrs/week

**General Summary:** Under the general supervision of the Director of Visual Resources, the Image Cataloger is responsible for cataloging, collection development, public service, which includes training academics on use of media tools, and maintenance of the image collections. The Cataloger works closely with the faculty to determine and fulfill their image needs for teaching and research, which involves researching and acquiring new images, cataloging images, enhancing the cataloging system, and providing training to student employees. The Cataloger works on all aspects of making images available including uploading digital images and data and supporting users of images in multiple software applications (LUNA, PowerPoint, ARTstor). This individual will also provide support for use of classroom A/V equipment and digital imaging equipment.

**Required Qualifications:** experience in Visual Resources Collection OR Library OR a related facility required; excellent communication, organization, interpersonal, and customer service skills; ability to take initiative, solve problems, and prioritize work effectively; demonstrated ability to work flexibly, independently, and collaboratively with colleagues, faculty, and students in a rapidly changing service-oriented environment.

**Preferred Qualifications:** Bachelor's degree, particularly with a significant Art History background, experience using software products such as Luna, ARTstor, and Powerpoint; experience in training others; reading ability of at least one European language, knowledge of the history of art, and familiarity with literature in the field; knowledge of image cataloging standards and practices; awareness of technologies, including digital imaging; knowledge of photographic processes and the ability to evaluate analog and digital image quality.

To be considered for this position, candidates should apply online at the following link and if needed, reference Requisition 079906.

<http://jobopportunities.uchicago.edu/applicants/Central?quickFind=199922>

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