

JOB DESCRIPTION
DEPARTMENT OF ART AND ART HISTORY
VISUAL RESOURCES CENTER GRADUATE ASSISTANT (VRC GA)

The VRC GA position is especially suitable for students wishing to pursue a career in managing information within the arts, such as in museums and other cultural heritage institutions, art libraries, digital libraries, and of course, visual resources environments.

Job Description

Under the supervision of the Director of Visual Resources, the VRC GA:

- Assists with creating descriptive information about images for the departmental teaching and research collection. Includes cataloging and updating of authority files on artists, architects, museums, styles, periods, subjects, etc.
- Participates in various projects such as acquisitions assessment and research.
- Facilitates general services in the Visual Resources Center as needed, including the maintenance and operation of public scanning stations and assisting with various VRC events.
- Assists patrons as needed with inquiries about policies, procedures, and VRC hardware and software for digital image search, retrieval, and delivery.
- Other tasks as assigned.

Position requires:

- Solid background in art history
- Some computer experience; digital imaging or database experience preferred
- Customer service skills
- Demonstrated attention to detail

Scheduling

Each semester, the appointment for the VRC GA position begins the first day of classes, and ends the last day of finals week. With breaks during the semester excluded, the duration of the appointment each semester totals 16 weeks, with an obligation of ten hours per week, or 160 hours in total for each semester.

The VRC GA commits to a regular weekly schedule. Hours must be scheduled between 8:00 am and 4:00 pm, Monday through Friday. In the event of hours missed due to illness or other reasons, the GA will make up the hours missed so as to reach the total of 160 hours for the given semester.