

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

This position is divided between the Visiting Artist/Visiting Scholar program and the Visual Resources Center. The time commitment is 10 hours per week. The position requires videography and video editing proficiency, as well as excellent writing and research skills, attention to detail, initiative, and follow-through. A background in art history and/or archives, libraries, or museums is helpful.

VISITING ARTIST

The Graduate Assistant helps the Visiting Artist/Visiting Scholar Program organize and manage aspects of the program. The time commitment for the Visiting Artist GA is approximately 4 hours per week.

Specific duties include:

- Research, produce, and distribute all press releases and lecture announcements.
- Notify local press, students, and faculty of upcoming events; add to CU and Arts and Humanities calendars, as well as Community Notes for *CU-Boulder Today*.
- Create monitor signage and send to departmental Administrative Assistant a week before the lecture.
- Request scheduling of Classroom Capture, and communicate with OIT as needed about files.
- Assist with live Visiting Artist lecture (i.e., provide technical support to artist and facilitate Classroom Capture).
- Edit lectures with titles and framing.
- Facilitate the “What Follows” interview series as needed (e.g., communicate with producers about issues relating to format).
- Attend V.A. selection committee meetings and give feedback about potential visiting artist requests for other students.
- Give visitors tour of department/campus as needed.
- Check in regularly with artist during his/her stay to determine where help is needed.
- Assist with transportation as needed.
- Provide assistance with updating material on the Web.
- Provide support to visiting artist director and visiting artists as needed.
- Create a copy of the What Follows interview for each artist and give to V.A. Director.

VISUAL RESOURCES CENTER

Under the supervision of the Director of Visual Resources, the Graduate Assistant maintains the VRC video collection from the Visiting Artist series, including production and cataloging, and assists with image acquisitions and general operations.

Each semester, this appointment 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 6 hours per week, or 96 hours in total for each semester.

The VA/VRC GA commits to a regular weekly schedule. Regular 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 96 hours for the given semester.

Specific duties include:

- Maintain the VRC collection of videos and accompanying reference materials.
- Prepare (e.g., transcode), upload, and catalog streaming videos for the VRC database.
- Prepare DVDs for circulation.
- Create video backups in various formats for long-term access.
- Maintain records and document video production activities and procedures for VRC records.
- Assist with image acquisitions assessment, particularly where it relates to the images depicting work by visiting artists.
- Assist with general services in the VRC, including reference questions from patrons.
- Other tasks as assigned.