

**Job Description and Application Instructions**  
**EQUIPMENT ROOM ASSISTANT, VISUAL RESOURCES CENTER**  
*THIS POSITION REQUIRES A WORK-STUDY AWARD THROUGH FINANCIAL AID*

### Overview of Facilities

The Visual Resources Center (VRC) provides and facilitates access to images, imaging, and related information resources for teaching and research in the Department of Art & Art History. The VRC houses a multimedia digital collection with an online database for search and display. The VRC archives and circulates DVDs from the department's Visiting Artist Program, and provides them in streaming format in its database. We provide public scanning stations for use by faculty and students in the department. Additionally, the VRC maintains AV and digital equipment for use in the classroom and for creative work and documentation.

### Position Description

Equipment Room Assistants staff the VRC Equipment Room and are mainly responsible for circulating VRC equipment to faculty and students in the department. This equipment includes digital SLR cameras, video cameras, tripods, laptop computers, data projectors, and more. Other duties may be assigned by the supervisor. When there are no other jobs to be done and when no students or faculty are in need of assistance with equipment, Equipment Room Assistants may do light studying on the job. Outstanding customer service skills, the capacity for attention to detail, and the ability to work independently are required for the position.

Advanced knowledge of photography, videography, and related equipment is preferable, but we are willing to hire and train individuals who demonstrate enthusiasm to learn about the equipment. Equipment Room Assistant positions are not limited to Art and Art History majors, but do provide students working in these and related disciplines a great opportunity to learn about a broad variety of equipment for use in creative work, documentation, and teaching in the field.

Student employees must have work-study awards through Financial Aid. Equipment Room Assistants are paid an hourly wage on a biweekly basis (paydays on alternating Fridays).

The VRC depends on work-study employees for its operations. Given the importance of a full staff and the difficulty in finding work-study replacements after the beginning of the semester, work-study employees must commit to working a set number of hours for the duration of the semester (through finals week).

The weekly schedule and number of hours per week varies according to individual needs and the needs of maximizing staff coverage in the Equipment Room. We require a schedule with a minimum of five hours per week, and we prefer at least two hours per shift. Hours must be scheduled Mon.-Fri., between 8:00 a.m. and 6:15 p.m. Employees must be *willing* to work 8:00 a.m. at least one day per week (although this may not be necessary every semester).

As we rely on employees to work the number of hours per week to which they commit, it is important that they be realistic about the number of hours they can work per week. Absences should occur only due to illness or very unusual (i.e., very rare) and important conflicts. In the event of an absence, employees should notify both the Director and the Digital Imaging and Technology Coordinator as far ahead of time as possible (in person, by phone or by e-mail).

## To Apply for an Equipment Room Assistant Position:

The application process for these positions is competitive. Successful applicants will demonstrate in their letters of interest, resumes, and interviews that they possess the most important qualities required of this job:

- Advanced knowledge of photography, videography, and related equipment or demonstrated enthusiasm to learn about the equipment;
- Capacity and willingness to pay very close attention to detail;
- Proactive customer service skills;
- Ability to work independently.

1) Send a brief letter of interest in the form of an e-mail message to [aahvrcjobs@gmail.com](mailto:aahvrcjobs@gmail.com). Please include the following information:

1. How you learned about this position;
2. Why you are interested in this position;
3. The amount of your work-study award **per semester** (applicants must have already received an award at the time of application);
4. The number of hours that you would prefer to work per week;
5. The days and specific times you are **available to work** between the hours of 8:00am and 6:15pm (M-F) for the upcoming semester, if known at the time of application. Be sure to account for time needed to get to the VRC from your class (e.g., if you have a class that ends at 1:45, do not indicate that you are available at 1:45; tell us you are available at 2:00).

2) Attach a resume to the e-mail. Your resume should include:

- a. Your employment history with dates of employment and job duties;
- b. Your educational background and plans, including your GPA (high school if freshman; college if sophomore, junior, or senior), your major (declared or planned), and your projected graduation date;
- c. Any experience or skills related to the position (such as background in photography);
- d. The names, titles, and phone numbers of three references, and the nature of your relationship to them.