Visual Resource Specialist

Job Code 50017083

General Description
Responsible for providing services to the audio visual segment of the Arts and Design Resource Center.

Examples of Duties
Develop collegiate and service-based visual collections center for faculty.
Serve as videographer for visiting artists and lecturers.
Develop local catalogs of faculty/student art works and related images.
Establish cataloging procedures and metadata protocols.
Collaborate with university offices in the development of digital media resources.
Responsible for assisting faculty with current methods of education technology equipment.
Maintain a web based presence through appropriate content management systems.
Identify and determine the possible case of problems encountered in the use of audio-visual equipment and determine a course of action to correct the problem.
Listen to departmental staff and patron concerns and work to develop and implement effective solutions.
Perform other duties and special requests as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
University policies and procedures, laws, guidelines, integrated support systems and purchasing procedures, Macintosh computers, e-mail, internet, and various software packages to support imagery databases.

Skill in:
Effectively working as a team member, interacting courteously and collegially, seeking mutually beneficial solutions, representing Art and Design Resource Center in a professional manner, listening to patron’s concerns and working to develop and implement effective solutions, collections management, theoretical and practical issues and trends in library science, information science, and/or museum science, collections and/or information management.

Ability to:
Read and interpret policies and procedures, scholarly books and articles, technical manuals, cataloguing standards, and laws and rules pertaining to copyright, interpret data and equipment specification sheets, compile monthly and yearly descriptive statistics, and track purchases, conduct training, give instructions and presentations, distinguish shades of color and value, fine focus in an image, reading and using computers.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements

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