

Library Assistant IV: Digital Media Assistant

The University Libraries is seeking a Library Assistant IV: Digital Media Assistant. Under the direction of the Digital Media Specialist, this position assists in the overall operation of the digitization lab at the Alkek library, helps train and direct student work, and provides quality control for work products. In addition, the Digital Media Assistant contributes to digitization projects through photography, digitization, and image post processing as directed by the Digital Media Specialist and assists with setup and maintenance of equipment.

DUTIES: Perform final quality control on student digitization for objects intending to be permanently located in preservation digital repositories and public access web sites. Assist in directing activities and training student assistants. Assist in the digitization of objects including photographs, text, audio and video. Operate digital photography equipment with both technical and artistic skill, reproducing fine art and photographing 3-dimensional artifacts. Assist in the selection, maintenance, and calibration of digitization equipment. Create documentation for digitization procedures. Manage the progress of individual projects and the status of items from their arrival through final quality control. Monitor and assist in updating workflows for both new and ongoing projects as needed.

QUALIFICATIONS

Required:

Experience or education in photography and photographic techniques beyond a generalized level demonstrated by having a bachelor's degree in photography or related discipline with a photographic component; or two or more years professional photography experience.

Ability to:

- use image correction software, such as Adobe Photoshop and Capture One Pro for image processing.
- discern minute aberrations in color, contrast, and focus.
- succinctly communicate technical concepts to both student and staff digital technicians
- write and explain work flow documentation.
- work creatively, collaboratively, and effectively, as a team member
- quickly identify problems during production, pinpoint them to user, equipment, or workflow errors, and either solve or communicate them to the Digital Media Specialist.

Preferred:

- Experience in art reproduction photography
- Knowledge of fine art photography
- Experience handling archival materials in a safe and appropriate manner.

- Use and troubleshoot PC and Apple computers in conjunction with digitization hardware and software
- ability to learn, utilize, and disseminate new technologies in a rapidly changing environment.
- Ability to train others in the use of image correction software, such as Adobe Photoshop and Capture One Pro.
- Knowledge of project management and the ability to manage projects successfully
- Ability to use audio/video editing software such as Adobe Audition and Adobe Premier

SALARY AND BENEFITS: \$2,518 - \$3500 monthly, commensurate with experience. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax.

BACKGROUND CHECK: Employment with Texas State University is contingent upon the outcome of a criminal history background check. This includes transfers and promotions from within.

Texas State's 38,661 students choose from 97 bachelor's, 93 master's and 14 doctoral degree programs offered by the following colleges: [Applied Arts](#), [McCoy College of Business Administration](#), [Education](#), [Fine Arts and Communication](#), [Health Professions](#), [Liberal Arts](#), [Science and Engineering](#), [University College](#) and The [Graduate College](#). As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.

Application information:

Apply online at <http://jobs.hr.txstate.edu>

Texas State University is an Equal Opportunity Employer. Texas State, a member of the Texas State University System, is committed to increasing the number of women and minorities in administrative and professional positions.