

## **Cataloger, Temporary, The Teaching Company, Chantilly, VA**

Position Title: Cataloger  
Length of engagement: 8-12 weeks starting immediately  
Report to Manager of Intellectual Property

We are located in Chantilly, VA close to Route 50 and 28.

### **Job Duties/Responsibilities:**

The Cataloger is responsible for cataloging, data entry, and inventorying materials (images, music, text, etc.) used in the production of courses as well as marketing materials. The Cataloger will work under the supervision of the Manager of Intellectual Property to assist the Coordinator of Intellectual Resources and the Permissions Coordinator throughout the cataloging process.

### **Essential Duties and Responsibilities:**

Cataloging and data entry in FileMaker database concentrating on images used in course production.  
Administrative Duties

### **Education requirements:**

MS in Library Sciences or working towards MS in Library Sciences

If interested in this opportunity, please send your resume to Krissy Aufmuth at [aufmuthk@teachco.com](mailto:aufmuthk@teachco.com).