

Digital Image Database Manager/Slide Manager, Santa Clara University, CA

The Department of Art and Art History at Santa Clara University has a full time, fixed term, staff position available for a Digital Image Database Manager and Slide Manager.

Please apply via the University website at: <http://www.scu.edu/hr/careers/staff.cfm?id=2079>

Please feel free to contact Chair Kelly Detweiler or Elizabeth Robidart for more information.

Sincerely,
Elizabeth Robidart

Elizabeth Robidart
Senior Administrative Assistant
Department of Art and Art History
408-554-4594

Digital Image Database Manager/Slide Library Manager

**Art and Art History Department
Full-Time, Fixed-Term, ASAP - 6/30/09**

Requisition Number (please reference): 1000482

Purpose:

The Digital Image Database/Slide Library Manager will work with the faculty in the Department of Art and Art History to plan and execute the transition from slides to digital images. The digital images and their metadata will be stored in the open source software called MDID (Madison Digital Image Database). The department has recently purchased two new servers and extensive SAN storage to house the MDID in IT. Our goal is to create a searchable on-line digital image database. All art history faculty now use digital images for at least some of their classes and most hope to use digital images exclusively by September 2008. The digital image database/slide library manager will have to successfully balance the following tasks: 1) create a relational database to store image metadata; 2) meet fluctuating demand for new digital images and metadata and enter into MDID; 3) create metadata for backlog of scanned digital images and enter into MDID; 4) train student assistants to create digital images and associated metadata from slides and other sources; 5) provide support and training for visual resource users; and 6) manage and expand the department web presence to include the Visual Resource Collection

I. Essential Duties and Responsibilities

- A. Develop and expand the image collection (45%)
- B. Create and maintain a searchable online image collection using MDID2 (15%)
- C. Provide support and training for visual resource users (15%)
- D. Manage and expand the department web presence to include information on visual resources (15%)
- E. Manage slide library (5%)

F. Other duties as assigned by Chair (5%)

II. Specific Responsibilities

A. Develop and expand the image collection

1. Get input from Department of Art and Art History faculty on which images are needed to support the curriculum
2. Fill gaps in digital image collection through a combination of in-house image creation and acquiring images through vendors to be integrated into the Santa Clara Visual Resource Collection
3. Work with Chair to identify funds for expanding the collection in the most efficient way

B. Create and maintain a searchable online image collection using MDID2

1. Using MDID2 software, create and maintain a central, searchable, online image collection to make it easy for faculty to access high quality images as needed from on or off campus
2. Create a relational database using Filemaker Pro in conjunction with VCat (which complies with VRA Core schema) to store image metadata. (VRA/ARLIS strongly recommends use of a relational database to structure consistent visual image data. Use XML to export to the MDID.)
3. Create metadata for digital images using best practices (VRA Core, etc.) and web-based resources (ULAN, etc.)
4. Establish procedures to export Filemaker Pro/VCat data into MDID periodically
5. Meet faculty demand for creation of new digital images
 - a. Develop a protocol in conjunction with Department of Art and Art History faculty to prioritize fluctuating faculty demand for digital images
6. Hire, train, and oversee student assistants to:
 - a. create digital images from slides and books using slide scanner and digital camera mounted on copy stand
 - b. batch resize images in Adobe Photoshop
 - c. research/develop metadata and enter into Filemaker Pro/VCat database
7. Coordinate and facilitate efficient and effective access to the digital image database
 - a. Work with campus IT to set up appropriate authentication to allow both faculty and student levels of remote access to the images for teaching and review
8. Create metadata for backlog of un-cataloged digital images
9. Work with the digital resources manager in the campus library to ensure all copyright issues are addressed
10. Maintain awareness of advances in image cataloging, metadata standards, and database technology and act as a resource to keep faculty abreast of emerging practices.
11. Manage server maintenance and SAN storage with IT; maintain good working relationship with IT

C. Provide support and training for visual resource users

1. Train and assist faculty members in how to use and get the most out of the online Visual Resource Collection
2. Be available for one-on-one faculty support and classroom visits to introduce students to using the Visual Resource Collection
3. Create online tutorials for faculty/student users demonstrating in a visual way how to do various things in the image database (creating a slide show, generating flash cards for study, etc.) These would be always available on the web if someone needed guidance.

- D. Manage and expand the department web presence to include information on visual resources
 - 1. Manage and execute ongoing updates to department web site
 - a. Supervise student assistant
 - 2. Create a new section on the Department of Art and Art History web site for a blog and Visual Resource Collection announcements, documentation and FAQs
 - a. Target student workers, faculty, and art students
 - 3. Leverage the web site to market and support the Visual Resource Collection
- E. Manage the slide library
 - 1. Maintain existing collection
 - 2. Work toward digitizing all slides that support the curriculum and are of adequate quality
 - 3. Assist faculty and students with accessing the collection
 - 4. File slides as needed
- F. Other duties as assigned by the Chair

III. Qualifications

- A. M.A. in art history or MLIS and strong background in the history of western art, or equivalent work experience in an art history resource library creating, managing, and delivering digital images and associated metadata.
- B. Experience designing and maintaining web pages including interactive elements such as blogs and wikis
- C. Experience providing user support and instruction for both faculty and students using online resources
- D. Experienced user of Windows XP and Apple Computer Systems.
- E. Expertise with databases (Filemaker Pro, MS Access) as well as Adobe Photoshop, and presentation software (MS Power Point, etc.)
- F. Experience with a digital image database [knowledge of MDID preferred, but not required]; willingness to deal with challenging technological issues in order to create the best possible interface for the digital image database.
- G. Knowledge of art-related image metadata standards (VRA Core), related software (VCat), as well as internet resources for creating metadata (ULAN, etc.)
- H. Ability to implement best practices in visual resource management; awareness of new technology and trends and their application for imaging services; willingness to address challenging technological issues in order to create the best possible interface for the digital image database
- I. Ability to take initiative, solve problems, and prioritize work effectively; demonstrated ability to complete projects from inception to implementation; strong organizational skills with ability to handle multiple tasks; ability to establish priorities and work independently, be detail-oriented.
- J. Ability to hire, train, and manage student assistants
- K. Excellent interpersonal and communication skills; ability to maintain positive attitude in complex work environment.
- L. Preference will be given to a candidate who has reading knowledge of one European language in addition to English.
- M. Appreciation for and understanding of the principles of Jesuit education.