

Class Code:.....0460
Position#:(PSA).....
Developed by:.....SG
Reviewed by:.....DS
Approved by:.....LK
Date:.....09/97

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Curator, Fine Arts Slide Collection

DIVISION: Academic Affairs

REPORTS TO: Chair, Department of Art

SUPERVISES: Student assistants

BASIC FUNCTION:

Responsible for the administration, development, organization, services, and maintenance of the Fine Arts Slide Collection, reference collection, periodicals, facilities, and associated equipment in the department; and provide services for other academic units at the University.

DUTIES AND RESPONSIBILITIES:

Perform without direction independent, complex duties essential for the academic programs of the department.

Select and acquire new slides. Research sources of slides and reproductions; purchase commercially or photograph in-house new images and slide replacements.

Classify, catalogue and accession new slides and organize according to the University's classification system. Catalogue and generate labels using the University's mainframe computer.

Research, purchase software package and equipment for conversion to a computerized image cataloguing system for managing the collection and generating label information.

Supervise the production of high-quality photographic copywork. Produce slides for faculty lectures, professional research and scholarly presentations at conferences.

Interview, hire and train student slide room assistants to photograph, mask, mount, produce labels and file slides. Supervise and check student work.

Develop and implement loan policies and procedures. Instruct borrowers, and monitor the circulation and care of the collection.

Maintain cameras, projection equipment, screens, viewing tables and other slide room equipment.

Provide research assistance and reference service to faculty and students. Research and verify cataloguing and classification information.

Manage Art History budget for slides, supplies, equipment, repairs and other operating expenses. Oversee slide room assistant budget and payroll.

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Assist CCE staff to develop, organize and maintain an adequate slide collection for CCE instructors. Provide slides and equipment to faculty who are unable to use the collection.

Photograph and catalogue URI faculty, main gallery, and photo gallery exhibitions.

QUALIFICATIONS:

REQUIRED: BA in Art History and MLS with specialization in visual resources or MA in Art History; demonstrated knowledge of cataloguing; experience in photographic copy work and slide mounting; ability to train and supervise student assistants; ability to perform independently; working knowledge of foreign languages (French, German, and/or Italian); demonstrated familiarity with computer applications.

PREFERRED: Practical experience with a slide collection.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.