

YCW Student Summer Job (a position sponsored by the Government of Canada)

Audio-Visual Collections Assistant

Job Location:

Audio-Visual Resource Centre
School for Studies in Art and Culture
460 St. Patrick's Building
Carleton University
1125 Colonel By Drive
Ottawa, ON K1s 5B6

Duration of job: 11 weeks, 35 hrs a week, \$12.00/hr

Qualifications:

Education: A minimum of 8 undergraduate credits in Art and Architectural History.

Computer skills: Familiarity with MS Office suite 2000 or later, familiarity with digital photography and basic image editing techniques.

Language proficiency: English oral (Fluent); English written (Fluent)

Eligibility: Candidate must be legally entitled to work in Canada, be a Canadian Citizen, permanent resident or person granted refugee status in Canada. They must have registered in the YCW on-line candidate inventory and meet the eligibility criteria of the YCW Summer Work Experience Program.

Job Description:

Cataloguing: Produce original descriptive cataloguing, classification, and subject indexing for digital image files, ensuring that applicable and appropriate metadata standards are consistently applied. Establish new name authorities as needed. These tasks frequently involve doing research in order to find and/or verify information, i.e. searching out relevant source material in books, scholarly journals and authoritative web-based resources; assign mutually exclusive accession numbers to individual items; formulate referrals, notes and additional access points in order to provide different approaches to an item.

Digital Processing: produce original and copy material using a Nikon D200 digital camera, a Reprint copy stand, a computer and digital image capture software; scan print and slide materials using a flatbed and a film/slide scanner, a computer and scanning software; edit resulting material using professional image editing software; upload master files to a multi-media server, ensuring all necessary metadata has

been captured; keep detailed log of material being processed, noting any difficulties or inconsistencies and keeping track of the material as it progresses through the various stages of the acquisition process (using existing forms).

35 mm Slide Appraisal and Deaccessioning: Determine the quality and source of the images captured on 35 mm slides; search for equivalents or acceptable alternatives in subscription based, local or Creative Commons image databases; remove and deaccession those which are either readily available elsewhere or of poor quality; create detailed notes of this process for consultation at later stages of the project.

Deadline: Submit resumé and covering letter by April 30th, 2010

Attn. Nancy Duff
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