

Phoenix Art Museum is looking for a **Visual Resource Coordinator** to oversee the organization of and access to digital assets pertaining primarily to the Museum's collection and activities and providing service to clients (volunteers and staff) in use of systems (e.g. CMS and external visual resource databases) that deliver this content.

**Job Duties Include:**

1. Develop procedures, policies and protocols for digital asset organization, acquisition, and integration into the Collection Management System
2. Assign appropriate metadata for assets to ensure accurate usage rights
3. Integrate digital assets into Collection Management System
4. Assign security levels to digital assets and facilitate internal and external access to assets
5. Train new users on CMS and ARTstor or other visual asset databases
6. Generate system usage reports
7. Act as liaison with Museum-approved photo studios for processing of visual media

**Minimum Qualifications:**

1. Bachelor's degree in art history, museum studies, or library sciences.
2. Minimum two years database experience or equivalent combination of education, training, and experience.

Knowledge of:

1. Cataloguing/metadata standards and practices
2. Digital imaging standards and best practices
3. Online image libraries and resources

Skill and ability to:

1. Be highly organized with close attention to detail;
2. Multitask on several assignments with the ability to meet deadlines and work with minimal supervision;
3. Maintain effective working relationships with a wide variety of museum staff members, contact service providers, and volunteers with diverse technology backgrounds.

**A first review of applications will be conducted on January 30, 2012.**

**Submit cover letter, resume and salary history to job code PAM-VRC:**

Email: HR@phxart.org

Fax: (602) 257-2127

Mail: Human Resources Department  
Phoenix Art Museum  
1625 N. Central Avenue  
Phoenix, AZ 85004-1685

Job Status: Regular, full-time, exempt

EOE