

**RYERSON  
IMAGE  
CENTRE  
GALLERY.  
RESEARCH.  
COLLECTIONS.**

**JOB DESCRIPTION**

**Job Title:** Digitization and Cataloguing Assistant

**Department:** Ryerson Image Centre

**Supervisor's Title:** Collections Curator and Research Centre Manager

**Wage:** \$20-24/hour

**Hours of work:** Up to 24 hours per week

**Start:** TBD

**End:** 1 year from start date with possibility of renewal

**JOB SUMMARY**

The Digitization and Cataloguing Assistant will work closely with the Digital Asset and Imaging Specialist on image capture, post-processing, and cataloguing of the photography collection of the Ryerson Image Centre (RIC).

**EDUCATION**

Completion of a post-secondary degree program in Fine Arts or a related field is required, with an emphasis on photography, digital media, or graphic arts.

**EXPERIENCE**

One year of relevant experience in digital imaging in a fine art, library, or archives setting is preferred. The ideal candidate will have some working knowledge of the history of photography and other art media, and an awareness of museum-standard print handling and preservation guidelines. Must have demonstrated experience in operating and maintaining digitization equipment, including digital SLR cameras, lighting, and scanners; a comprehensive understanding of Mac platforms, Adobe Creative Suite, and Microsoft Excel; some experience with various scanning programs and collections management databases, ideally MIMSY XG; and an understanding of database and digital asset principles and standards, including the use of keywords and metadata.

## **MAJOR RESPONSIBILITIES**

### **Image Capture:**

- Assists with image capture of collection materials and other artworks, using both scanning and camera technology where applicable, for all RIC uses, including research reference, promotional materials, website applications, and publications.

### **Image Correction and File Management:**

- Prepares high-resolution preservation files, as well as print-ready digital images for professional reproduction projects.
- Practices detailed digital asset standards, following file-naming conventions and location procedures.
- Uploads prepared digital images to the RIC's digital archive and collections database.
- Catalogues digitized collection material in accordance with the RIC's cataloguing manual.

### **Other Responsibilities:**

- Retrieves and re-files collection material while observing existing physical order in storage.
- Calibrates, cleans, and prepares all components of scanners and workstation on a regular basis.
- Performs other related duties, as required.

**To apply:** Applications must include a cover letter and résumé, and should be emailed as a single PDF to Denise Birkhofer, Collections Curator, at [dbirkhof@ryerson.ca](mailto:dbirkhof@ryerson.ca). The deadline for applications is November 1, 2021.