Visual Resources Center
Image Cataloger

Work-study position

The Patti and Rusty Rueff Department of Visual and Performing Arts seeks an enthusiastic and flexible individual to catalog and organize materials in the Visual Resources Center’s growing collection.

Essential Duties: The primary function of the Image Cataloger is to organize, expand, and maintain a relational database of art historical materials. These materials may include archival images, images of art and architecture related to the department’s academic programs, and other various teaching materials. The Image Cataloger will work closely and collaboratively with the Visual Resources Librarian and with the department’s faculty and staff.

Qualifications: This work-study position requires knowledge of Microsoft Office and general computer use in a networked PC environment. Attention to detail is necessary when cataloging objects and when working with standard art-historical vocabularies. The ability to work independently on large projects and manage time resourcefully is a must. Fundamental knowledge of art history is highly desirable. Some acquaintance with either French or German is also useful but not required.

For more information, contact Kathy Evans
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