

<b>JOB TITLE</b>	Digital Imaging Assistant
<b>DEPARTMENT NAME</b>	School of Art
<b>JOB LOCATION</b>	Instructional Resource Room (SoAIRR), Room 10, Art Building
<b>CONTACT/SUPERVISOR</b>	Ross Fuqua, Graduate Staff Assistant (Jeanette Mills, Director of Visual Services)
<b>PHONE NUMBER</b>	<b>please use email to inquire and/or apply</b>
<b>EMAIL ADDRESS</b>	soairr@u.washington.edu
<b>BOX NUMBER</b>	353440
<b>EMPLOYMENT PERIOD</b>	Summer Only [ ]      Sum & Acad Year [ ]      Acad Year Only [ X ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ ]    up to 19 hrs/wk [ ]    Acad Yr: up to 19 hrs/wk [ X ]
<b>RATE OF PAY</b>	\$11.00 per hour to start

**Hours of Operation: Mon - Thu, 9am-4pm; Fri 10am-2pm {subject to change each quarter}**

**TO APPLY:**

**EMAIL COVER LETTER, RESUME, TWO REFERENCES, AND TIMES AVAILABLE FOR WORK.**

**Duties and Responsibilities:**

Scan 35mm slides; edit digital images using Photoshop; track metadata and processes in Filemaker Pro databases; process images for database and upload to servers; staff the SoAIRR service desk, including opening and closing SoAIRR when needed, answering the phone, reserving and checking out loaner equipment; be responsible for basic SoAIRR security; perform related tasks and projects as assigned.

**Minimum Qualifications:**

Required: Applicants should exhibit a high degree of responsibility and **extreme attention to detail**. Must have a willingness and ability to learn new software and/or equipment; exhibit an ability to balance detailed processes while providing service to students and faculty; the ability to follow instructions closely and consistently; a competency with computers and an interest in digital imaging; dedication to maintaining a regular weekly schedule; be skilled at assisting people with basic technical issues.

Desired: comfort with the Macintosh operating system; comfort working in a networked environment with shared access to databases; basic knowledge of Photoshop and FileMaker Pro a plus; strong verbal and written communication skills.

**Educational Benefits:**

Exposure to art and art history; gain computer, digital imaging, and digital asset management skills that can be applied in future work.

**OFFICE USE ONLY**

Job Class Code: 0875 0872 Grad: 0881 0882 0883  
 51% Comp. to Classified: Yes [ ] No [ ]  
 State [ ] Federal [ ]  
 Open [ ] Closed [ ]

**JOB NUMBER:**

11ARTS10

**JOB CATEGORY:**

ARTS/MEDIA