**Curator of Photographs and Prints (FT)**

**The Curator of Photographs and Prints is responsible for the oversight and management of the museum’s photograph, print, and lithograph collections.  The Curator of Photographs and Prints performs basic curatorial activities including collection development and growth through acquisitions and processing of new collections.  The curator is responsible for intellectual control of the collections including cataloging and maintenance of collections records.**

**The curator is responsible for the preservation of the collections and providing access to them for internal and external users and in support of CMC programming.**

**The curator is responsible for working with other CMC departments to achieve goals for digital access to collections, including large-scale digitization projects.**

**The curator is responsible for integration of the department’s activities into the organization’s overall mission, vision, and goals.**

**RESPONSIBILITIES**

**\*30% - Assist researchers with questions relating to the print and photograph collections, in person, by phone and e-mail in a professional manner.**

* **Handle reference inquiries for the photo and print collections.**
* **Manage orders for photo duplication and use.**
* **Generate contracts, use agreements, and invoices for the use of collection items.**
* **Assist director of history collections and library with inquiries and orders of materials from the Moving Image collection.**

**\*35% - Catalog and store prints and photographs using accepted library and archival best practices.**

* **Prioritize collections for processing and digital scanning.**
* **Coordinate and manage digitization projects.**
* **Create metadata for images and collections.**
* **Catalog collections using MARC format.**
* **Ensure correct handling and storage practices and conditions.**

**\*10% - Acquire, review, and accept new donations to the collection.**

* **Meet with prospective donors.**
* **Evaluate potential donations based on museum policy, space and, resource  
   availability.**
* **Enter information into database to track donors and location of collection.**
* **Complete deposit, donation review, and accession paperwork for collection   
   acquisitions.**

**\*10% - Supervise interns and volunteers.**

* **Train interns and volunteers**
* **Provide supervision and guidance.**
* **Monitor progress of scanning orders.**

**10% - Assist the Library staff by working shifts on the Reference Desk including one 2 ½ hour shift each week and one Saturday per month.**

* **Provide reference service to library users, both in-person and by telephone.**

**\*5% - Other duties as assigned.**

* **Participate in the budget process and monitor department expenses.**
* **Attend Cincinnati Museum Center events, exhibits, lectures, movies, etc.**
* **Plan and deliver talks on topics related to historic photography and photo                   
  collections.**
* **Suggest images for in-house exhibits.**

**Qualifications:**

* **BA required, graduate degree in history, library science, archival studies or related field preferred.**
* **Minimum 1-2 years of experience working in a museum, library or archives*.***
* **Knowledge of photography and/or photographic history preferred.**
* **Knowledge of Cincinnati history preferred.**
* **Familiarity with library cataloging.**
* **Supervisory experience with paid staff and/or volunteers.**
* **Ability and willingness to learn and adapt to new technologies.  Experience with digital scanning projects helpful.**
* **Strong interpersonal skills to effectively deal with the public and coworkers in a positive, professional manner.**
* **Excellent written and oral communication skills.**
* **Demonstrated ability to work independently and as a member of a team.**

**Working Conditions:**

**Position is full time, 40 hours per week, generally Monday-Friday except for one Saturday per month, in an office setting.  Occasional evening or weekend events are expected.  Some use of personal vehicle required for collection acquisition and donor cultivation.**

**·Must be able to sit, stand, bend, kneel, reach, and retrieve items.**

**·Must be able to lift 30 lbs and carry for a distance up to 10 feet and push or pull a book truck weighing up to 100 lbs.**

**To Apply:**

**Send resume or application (applications are available at the Visitor Services kiosk at Union Terminal) by ONE of the following methods with job title, past wage history, and wage expectations:**

**Fax; 513-287-7079**

**Email in MSWord or PDF format only to:** [**employment@cincymuseum.org**](mailto:employment@cincymuseum.org)

**Mail:  Cincinnati Museum Center  
           1301 Western Avenue  
           Cincinnati, Ohio 45203  
           Attn: HR**

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