

Class Code:..... 0686
Position #: (PTAA) (NE) 6988
Developed by:.....KR
Reviewed by:.....SG;DLJ
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Technician (Digital Media)
DIVISION: External Relations and Communications
REPORTS TO: Assistant Director, URI Publications and Creative Services
GRADE: 7
SUPERVISES: N/A

BASIC FUNCTION:

Responsible for overseeing all aspects of the publications photo database to include the organization and maintenance of the department's digital photo archive and associated documents and electronic formats, and provide digital media-related services as necessary in response to the needs of the University community and associated constituencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform duties essential for support of the department's digital media archive. Research, access, retrieve, and assist the University community with photo selection, reproduction, and distribution.

Maintain existing digital archive, enter key wording metadata, upload and catalog new images according to existing standards and procedures, creating bi-weekly reports based on this process.

Understand electronic image resolution and file formats for various applications. Crop, re-size, color correct, and optimize images as needed for Web and print publications using Adobe Photoshop.

Scan slides, prints, and documents for archival preservation.

Prepare images for transfer to CD/DVD or by electronic means.

Upload, maintain, and provide images as needed via the online database.

Create, post, and maintain online image-hosting websites such as Flickr.

Manage photo archives supplies, equipment, and other operating needs.

Use discretion and provide for the security and maintenance of all materials in the digital photo archive.

Be familiar with and have a working knowledge of Google Drive interface.

OTHER DUTIES AND RESPONSIBILITIES:

Attend development seminars, conferences, and seek current methods to improve digital asset management.

May resolve technical difficulties as they arise.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Macintosh equipment and software specifically relating to scanning and server environment; printers, scanners, copiers, fax machines; Word processing, database management, and spreadsheet software; Adobe Photoshop and Bridge.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Demonstrated ability to organize and maintain digital photo archives; Demonstrated knowledge of Macintosh computers and applications software; Demonstrated familiarity with key wording and metadata entry; Demonstrated ability to crop, re-size, color correct, and optimize images for Web and print publications using photo editing software, (such as Adobe Photoshop, etc.); Demonstrated familiarity with electronic image resolution and file formats for various applications; Demonstrated skill in scanning images and documents; Demonstrated proficiency in written communication skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated ability to work independently; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Bachelor's degree in Library & Information Studies or related field; Demonstrated familiarity with Adobe Bridge; and, Demonstrated familiarity with posting and maintaining photo albums to online image-hosting websites.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.