

# Digital Image Archive & Outreach Student Assistant

## **Description**

Pitts Theology Library (<http://pitts.emory.edu>) is one of America's largest theological libraries with more than 600,000 volumes and over 130,000 rare books and special collections (see <http://pitts.emory.edu/collections/selectholdings/index.cfm>). The library has digitized more than 60,000 woodcuts from its rare book collections and has made them available online through the Digital Image Archive (<http://pitts.emory.edu/dia/woodcuts.htm>). The library also has a vibrant outreach program, with Friends events, physical and virtual exhibitions, an annual Friends of the Library book sale, and active social media and marketing initiatives.

The Digital Image Archive & Outreach Student Assistant will be responsible for carrying out research, and writing keywords and descriptions to help users find digitized images in the Digital Image Archive. This job brings the added benefit of being able to survey a wealth of images in rare books from the fifteenth century onwards. The successful candidate will also provide support for Friends events and assist with the marketing of the library's special collections and services.

**Schedule:** 10 hours per week

## **Qualifications**

- Excellent research and writing skills
- Strong organizational and time management skills
- Strong attention to detail
- Strong technological skills
- Interest in rare books and special collections
- Excellent interpersonal skills
- Interest in event planning and marketing
- Ability to transport carts and lift 20lb boxes
- Interest in aesthetics and design

A background in art, history, or religion are pluses. Knowledge of Latin, German, or French would be desirable, though not required.