

VISUAL STUDIES **WORKSHOP**

Title: Media Technician at Visual Studies Workshop

Full time, 35 hours per week

Effective August 23, 2021

Job Description

The VSW Media Technician manages key activities related to the digitization of video, film, and audio objects and the creation and management of digital assets in the VSW Conversion Lab, as well as managing the maintenance and upkeep of the VSW website, eNewsletter and database. This position will work with VSW Curators and staff to facilitate the creation and access of digital assets in the VSW Collections, and prepare and deliver digital assets for clients and researchers. This position responds directly to and is supervised by the Curator of Moving Image Collections. Activities may include but are not limited to the following:

Digitization

- Assess and prepare video, film and audio objects for digitization
- Perform preservation-grade digital transfers of archival tape-based media
- Create and accurately organize digital assets
- Document and implement a standardized workflow for all procedures related to digitization
- Organize and consolidate existing digitized materials
- Update records in data asset management system
- Maintain and update hardware and software related to the VSW Conversion Lab

Customer Service

- Provide digital assets for licensing clients as directed by Curators
- Facilitate collections research requests as directed by Curators
- Create and maintain accurate and accessible digital assets for VSW's website, Vimeo, Soundcloud and other public-facing online portals
- Represent the VSW Conversion Lab and Digital Collections in public forums (meetings, festivals, workshops, conferences)
- Communicate effectively with researchers, clients and producers

Other duties

- Create and maintain quotes and invoices for digitization services
- Assist in the completion of grant applications, reports, and deliverables

- Assist with the media-related needs of VSW Residents and students
- Assist with online programming for VSW Salon
- Work with VSW Staff to update and organize website
- Provide occasional online content for VSW's social media posts and eNewsletter
- Assist with special grant-funded projects related to the VSW Collections
- Provide regular updates to Curators
- Other duties as assigned

Required skills:

- Proficiency with the care and handling of tape-based media objects and 16mm and Super 8 film
- Proficiency with audio and video signal flow
- Knowledge of analog and born-digital audio, video, and data preservation issues and standards
- Knowledge of command line tools and commands
- Knowledge of Macs, PCs, extensive knowledge of multimedia software
- Strong physical and digital organizational skills
- Strong written and verbal communication skills

Preferred skills

- Proficiency with analog and digital video and audio formats and their associated playback environments
- Proficiency with digital video and sound editing software
- Familiarity with broadcast video equipment, including patchbays, VTRs, time base correctors, scopes and switchers
- Proficiency projecting video and 16mm film
- Familiarity with grant application and reporting processes
- Desire to learn new technologies and skills

Physical Requirements*

- Constantly perform desk-based computer tasks
- Frequently stand/walk, grasp lightly/fine manipulation, grasp forcefully, and reach/work above shoulders
- Occasionally sit, twist/bend/stoop/squat
- Visual acuity including color vision

* VSW is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodations to any employee with a disability who requires accommodation to perform the essential functions of their job.

Working Environment

- May have exposure to noise > 80dB TWA and confined spaces
- Work on-site in Visual Studies Workshop located in Rochester NY. Remote work is possible but would be uncommon for this position.

Term: One year agreement with the possibility of an ongoing contract

Salary: \$30,000-\$35,000/year range based on experience

Fringe benefits: Paid sick leave, holidays, vacation days, and a health benefits package will be included with the position offer.

To apply:

Send a resume and cover letter to Tara Nelson, Curator of Moving Image Collections:

taranelson@vsw.org by July 31st, 2021.

About Visual Studies Workshop

Fueled by his own expansive ideas about photography as a tool of social commentary and contemporary experimentation, VSW and the MFA program were founded in 1969 by Nathan Lyons. Just a few years after the founding of the school, Nathan's partner Joan Lyons founded VSW Press to give artists a place to print their own artists' books and produce the work they wanted to make—not what was dictated to them by the commercial pressures of publishers, galleries, and museums. That ethos lives today in VSW, which five decades later continues to thrive as a laboratory for leadership and independent thinking.

Visual Studies Workshop's mission is to support makers and interpreters of images through education, publications, residencies, exhibitions and collections. We have an MFA program (accredited through SUNY Brockport), an artist book press (VSW Press), a thriving residency program and extensive collections of books, photographic materials, prints, lantern slides, films and videos. The Community Conversion Lab is VSW's on-site digitization lab for converting magnetic tapes and film media for access and preservation. The Conversion Lab is currently able to transfer 16mm film, 1/2" open reel magnetic tape, 3/4" U-Matic, U-MaticSP, Beta, 8mm, Hi8, VHS, mini DV tapes, and 1/4" Open Reel Audio. Tapes are inspected and cleaned before transfer, and treated for Sticky Shed Syndrome and Binder Hydrolysis in our on-site media oven if necessary.

To learn more visit vsw.org

