

**Job Opening: Art Assistant Digital Curator (part time)**

**Location:** Center for Puerto Rican Studies Library and Archives,  
Hunter College,  
Silberman Building, 2180 Third Avenue, Rm. 122, New York, NY

**Schedule:** Flexible, 19-20hr work week

**Start Date:** Available immediately **Closing Date:** Open until filled

**Compensation:** Commensurate with work experience, salary history and falls within established university guidelines.

**Assignments & Supervision:** The Art Assistant Digital Curator position will report to the Digital Archivist regarding the enhancement and development of digital assets pertaining to archival art collections.

**Art Program Assistant Digital Curator duties and responsibilities:**

1. Curation of the Centro Digital Art Humanities Exhibitions.
2. Evaluate and update metadata of digital assets from current and past travelling exhibitions.
3. Selects and prioritizes the Centro art collections to be transferred to a digital format.
4. Oversees and assists with the digitization of art works in coordination with Centro staff.

**Knowledge, Skills and Abilities Required:**

- Art and or art/history background and knowledge, specifically, knowledge of Puerto Rican visual art and artists.
- Proficiency in the use of applications including experience with content management systems and/or databases, descriptive metadata and editing software including Adobe Photoshop.
- Ability to understand and follow complex, detailed technical instructions.
- Ability to communicate effectively, both orally and in writing.
- Ability to handle multiple work priorities, organize and plan work and projects.
- Skill in the appropriate handling of museum-quality artwork and/or artifacts.
- Demonstrated art research skills.

**To apply:** Forward cover letter, resume and contact information for 2 professional references via email to Anibal Arocho, Library Manager, at [aa3260@hunter.cuny.edu](mailto:aa3260@hunter.cuny.edu) and cc: José deJesús, Associate Director for Operations, at [jdejesus@hunter.cuny.edu](mailto:jdejesus@hunter.cuny.edu) The subject line of the email should read: **Art Assistant Digital Curator** Telephone queries: 212-396-7879.

**About the Center for Puerto Rican Studies at Hunter College**

The Center for Puerto Rican Studies is a research institute dedicated to the study and interpretation of the Puerto Rican experience in the United States, producing and disseminating relevant interdisciplinary research. Centro also collects preserves and provides access to library and archival resources documenting Puerto Rican history and heritage. We seek to link scholarship to social action and policy debates, and to contribute to the betterment of our community and enrichment of Puerto Rican studies. [centropr.hunter.cuny.edu](http://centropr.hunter.cuny.edu)

**Hunter College**, located in the heart of Manhattan, is the largest college in the City University of New York (CUNY). Founded in 1870, it is also one of the oldest public colleges in the country.