SUGs Archive Manager
10 hours per week
$11.00 per hour

The SUGs Archive Manager works closely with past ephemeral material collected by and in relation to the Student Union Galleries (SUGs), to organize, categorize and make more easily accessible to the whole of the SUGs team, as well as the larger community of The School of the Art Institute of Chicago.

Skills Required:
- Ability to work independently.
- Close attention to detail.
- Strong organizational skills.
- Ability to organize digital files and materials.
- Self-motivated and problem solving skills.
- Ability to work constructively with people from a variety of backgrounds and skill levels.
- Willingness to work collaboratively as part of a team.
- Excellent verbal and written communication skills.

Main duties include but are not limited to:
- Sorting and organizing physical materials in the SUGs archive.
- Cataloging SUGs archive material.
- Organizing digital archive materials, and maintaining the Exhibition Archive section of the SUGs website.
- Scanning and managing the digital copies of archive materials.
- Communicating with current and past directors to aid in locating and using archive materials.