

POSITION DESCRIPTION

Job Title: Digital Archives Assistant

Reports to: St. Louis Kaplan Feldman Holocaust Museum Archivist

Position Works Collaboratively with Curatorial Staff and Volunteers

Classification: Full-Time Temporary (IMLS Grant-Funded Position), 40 hours per week for 3 years

Position Summary:

The Digital Archives Assistant will digitize documents, photographs, material culture, and audio-visual assets in the Museum's archival collections relating to Holocaust survivors, liberators, and witnesses as part of an Institute of Museum and Library Science (IMLS) grant. They will be supervised by the Archivist and work collaboratively with the Curatorial Staff to develop, implement, update, and document policies and workflows related to the collections of digitized materials as well as to assist in establishing protocols for digitization procedures according to best practices, including workflow, description, and metadata. They will handle the workflow of creating description, metadata, and digitization of materials. They will create digital images using flatbed scanner and/or digital camera; will consult with institution colleagues on digital materials and will serve as liaison with digital asset management system (DAM) company; consults with IT and other colleagues to craft and update plans for long-term digital preservation. Position will work with contractor in transferring analog media for digital conversion and will optimize audio and edit/clean audio/video.

Education and Experience:

- Masters Degree or Masters Degree Students; preferably in History, Public History, Museum Studies, Library Science & Archives **or**
- Minimum 2 years experience managing archival databases and/or digital asset management system (DAM)

Skills and Knowledge

- Demonstrated skill in planning, organizing and carrying through digitization projects
- Accurate recording of data, excellent verbal and written communication skills mandatory
- Ability and willingness to learn new computer software and adapt to changes
- Candidate must demonstrate initiative, adaptability, patience and able to work independently to complete project on schedule
- Experience creating digital images of archival material with relevant equipment
- Prior experience working in archival setting and familiarity with archival processing and cataloging methods
- Expertise in digital imaging techniques and expertise in implementing best practices in an archival setting
- Must be technically adept and accurate in their work
- Knowledge of aspect ratios, digital compression, and digital file formats
- Must be able to manage volunteers in workflow and scheduling

Provide references pertinent to digital archives work.

Submit official university transcript(s) and/or relative coursework documentation.

Deadline for submission: February 3, 2023