

## **POSITION DESCRIPTION**

### **Amistad Research Center**

### **Digital Archivist**

#### **Summary:**

The Amistad Research Center (ARC) seeks a temporary full-time Digital Archivist to lead the Amistad Research Center's (ARC) efforts to implement the long-term preservation, processing, organization, and discovery of born-digital and digitized content created and retained by ARC. Under the supervision of the Head of Research Services and working alongside colleagues across ARC's archival and library units, the Digital Archivist will oversee the implementation of a digital asset management system to aid in the creation and maintenance of digital collections, exhibitions, and other digital initiatives. In addition, the Digital Archivist will oversee digital preservation policies and procedures being implemented by ARC and will also supervise one part-time project assistant during the project period.

This is a 17-month temporary position funded through a grant provided by the Institute of Museum and Library Services and will last from March 1, 2021 through July 30, 2022 with the possibility of renewal.

This is a professional position with the following primary responsibilities and qualifications:

#### **Primary Responsibilities**

- Provide expertise on workflows, tools, and best practices to support the management of born-digital content, including, but not limited to emails, web content, social media, and content on legacy physical media
- Oversee implementation of a digital asset management system and develop policies and protocols for data entry.
- Strategize, develop, and communicate processes for accessioning, ingesting, processing, describing, and preserving born-digital materials. Process born-digital content for collections
- Oversee the digital scanning of in-house materials, including manuscripts, photographs, and printed materials, and the creation of accompanying metadata
- Work with the Audiovisual Archivist to support the digitization and storage of audiovisual materials
- Assist with the development and creation of digital initiatives, including digital collections and exhibitions
- Assist with social media and newsletter preparation, as well as publicity efforts
- Assist in preparation of grant proposals and participate in fundraising activities
- Supervise graduate and undergraduate students, interns, and volunteers

#### **Required Qualifications**

- Master's degree from an ALA-accredited library and information science school OR equivalent accredited degree with 2-3 years' experience in an archival or special collections setting
- Formal training in archival/special collections theory and practice
- Familiarity with archival and special collections standards and best practices, especially as they relate to the particular issues posed by born-digital content
- Experience processing digital materials, both born-digital and content reformatted from legacy holdings
- Thorough and up-to-date knowledge of tools and software used to capture, manage, and deliver digital content

- Knowledge of current trends and protocols for digital archiving
- Knowledge of legacy digital formats, their care and use
- Experience with social media and web archiving tools/activities
- Familiarity with metadata associated with digital assets, both born-digital and digitized materials
- Demonstrated knowledge of archival and library content management and digital asset management systems
- Excellent written, oral, and interpersonal skills

#### **Preferred Qualifications**

- Experience processing analog archival collections
- Understanding of current metadata and descriptive standards and schema such as DACS, EAD, RDA, Dublin Core, METS, MODS, VRA Core, TEI and MARC
- Ability to lift 40 pounds with or without accommodation
- Demonstrated experience and understanding of customer service
- Demonstrated commitment to working with multi-cultural populations

This is a full-time temporary position with a salary range of \$40,000-\$43,000 based on experience. We offer a competitive benefits package. The listing of the position duties/ responsibilities is not necessarily inclusive for this position. Omission of specific statements does not preclude management from assigning duties not listed herein if such duties are considered a logical assignment to the position.

#### **Application:**

Please send letter of application and resume to Christopher Harter, Deputy Director, Amistad Research Center, 6823 St. Charles Avenue, Tilton Hall, New Orleans, LA 70118 or via e-mail at [charter@tulane.edu](mailto:charter@tulane.edu).

#### **About the Amistad Research Center:**

The Amistad Research Center was established in 1966 on the campus of Fisk University, one of several Historically Black Colleges and Universities founded by the American Missionary Association (AMA). Dedicated from its beginnings as the first archives documenting the modern Civil Rights Movement, the Center continued to expand and now is located on the campus of Tulane University in New Orleans. Today, the Amistad Research Center is recognized as the nation's largest collection of original documents related to the history of African Americans, ethnic minorities, race relations, and civil rights.

Amistad's collections center on education from the Postbellum period to the present; religious and Masonic orders, materials chronicling the Civil Rights Movement and other social justice movements; United States organizational involvement in Africa; the cultural arts, with a particular focus on the visual arts; personal papers of African American political and community leaders in New Orleans; and medical history, particularly in the Jim Crow south.

*Amistad Research Center is an Equal Opportunity/Affirmative Action Employer and encourages women and minority candidates.*