

**Title** Digital Archivist

**Responsibilities:**

- Digitizes photographs, audio-visual materials and documents in accordance with archival standards
- Color corrects digital images
- Serves on Electronic Records Archive project team
- Oversees volunteers digitizing documents and transcribing audio recordings
- Responds to research requests specific to digitized images
- Catalogs audio-visual materials
- Edits audio-visual recordings for use on web or in exhibitions
- Processes archival collections and assists with reference requests

**Skills, Knowledge and Abilities:**

- Thorough knowledge of digitization best practices and standards
- Knowledge of ANSI/NISO Technical Metadata for Still Images
- Knowledge of digital audio/visual recording wrappers and codecs
- Knowledge of MARC, DACS, AACR2r
- Familiarity with LC authority files and ULAN preferred
- Familiarity with VRACore, CDWA, CCO and Getty vocabularies preferred
- Ability to prioritize and work with minimum supervision
- Good organizational skills and attention to detail

**Education and Experience:**

- Masters in Library and Information Science from an ALA-accredited program required
- Specialization in digitization strongly preferred
- Experience with Adobe Photoshop strongly preferred
- Undergraduate degree in art or art history preferred
- Museum experience desirable
- Experience with MSAccess desirable