

JDC-NYHQ Job Posting

Title: Digitization Project Assistant
Department: Archives
Reports to: Archives Project Manager
Status: Part-time (20 hours/week)

Responsibilities:

Interface directly with the overseas digitization vendor while technicians crop, compound, OCR, and apply basic metadata to digital images scanned from JDC microfilm. This includes:

- Examining JDC files (on microfilm and in digital formats) to formulate rules, find exceptions, and answer questions posed by the vendor;
- Communicating regularly with vendor to provide instructions and answer questions;
- Keeping track of vendor's progress and delivering regular status reports to the project manager;
- Reviewing work done and ensuring corrections are made before data is imported into our digital asset management system;
- Coding finding aids into XML for ingestion into JDC's content management system

Qualifications:

- MLS and/or MA in history with a concentration in archives management or substantial related work experience
- Significant experience with Photoshop, Bridge, Excel , XML and experience with content management systems
- Relevant experience with digitization projects
- Experience encoding finding aids to EAD
- Demonstrated knowledge of digitization best practices
- Solid understanding of archival arrangement and description
- Detail-oriented

All resumes, inquiries and referrals are to be sent to Robin Salsberg, Human Resources, robin.salsberg@jdcny.org. Transfer requests are to be submitted within seven (7) posting days.

June 15, 2010