



ENOCH PRATT FREE LIBRARY
invites applications for the position of:

Digital Project Assistant

SALARY: \$50,013.00 Annually

**OPENING
DATE:** 08/13/21

**CLOSING
DATE:** Continuous

DESCRIPTION:

The Enoch Pratt Free Library is looking for an experienced Digital Project Assistant in the Digital Resources Department.

Under the supervision of the Digital Resources Manager, the Digital Project Assistant engages in activities to produce digital collections including, but not limited to coordinating projects and workflow activities, applying metadata standards, maintaining statistics, coordinating equipment and software maintenance, performing scanning and metadata functions, and assisting with outreach efforts.

The Digital Project Assistant is a multifaceted position that requires technical and project management skills. The incumbent will oversee and maintain the software and hardware used to create the digital collections. They will oversee workflow and coordinate the progress of multiple projects involving a team of staff, volunteers and external partners. This position requires strict attention to detail and exceptional communication skills.

This position may require occasional evening and weekend work as well as travel within the state of Maryland.

SUMMARY OF DUTIES:

The summary of duties listed below is not exhaustive. Additional duties are dependent upon the needs of the hiring department.

The Digital Project Assistant:

- Coordinates Digital Maryland project workflow for both internal and external digitization projects. In consultation with the Digital Resources manager, establishes timelines, goals for project completion, and tracks progress
- Establishes and maintains project specific digitization policies, standards, and procedures for internal and external project partners. Provides training for staff, volunteers and external partners as needed.
- Coordinates communication with internal and external project partners through regular updates and reports. Maintains related statistics.
- Creates high quality metadata and applies existing metadata standards across multiple collections
- Converts a variety of original materials to digital form according to given specifications. Tasks include setting up and operating scanners, using image processing software to perform quality control and file processing, and uploading finished digital objects to the Digital Assets Management System.
- Sets up collections in the Digital Asset Management System and updates Digital Maryland website
- Monitors hardware and software, submits troubleshooting tickets and handles vendor communications as needed
- Keeps abreast of trends in the creation, maintenance, and migration of digital collections with a view to improving procedures, preservation, and access. Identifies new equipment, software and processes that will further department goals
- Assists with outreach, presentations and public events related to Digital Maryland

MINIMUM QUALIFICATIONS:

Minimum Requirements

An ALA-accredited MLS or other advanced degree

3+ years of experience working with Digital Asset Management Systems, demonstrated ability to learn collections software to create digital collections

2+ years developing and enhancing metadata with thorough understanding of metadata standards and practices, schemas and file formats

2+ years working with archival and/or born digital collections

Demonstrated history of successful project management working in an institutional setting

Experience working collaboratively and independently with varied groups within a large organization and a team environment

Preferred Qualifications

- Experience using CONTENTdm
- Experience creating metadata with Dublin Core, effectively using Library of Congress Subject Terms as a controlled vocabulary, and metadata mapping
- Experience using Adobe Photoshop to batch process image scans

Knowledge, Skills and Abilities

- Ability to complete tasks with minimal supervision
- Excellent PC skills
- Detail oriented
- Excellent communication skills
- Ability to work cooperatively in a collaborative setting

SUPPLEMENTAL INFORMATION:

Drug & Alcohol Testing

Those under final consideration for appointment will be required to submit to drug and alcohol testing.

Position of Trust

Those under final consideration for appointment will be required to authorize the release of and successfully complete a criminal conviction check.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.prattlibrary.org>

msutton@prattlibrary.org

Position #2021-00080
DIGITAL PROJECT ASSISTANT
MS

Digital Project Assistant Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your answers can be verified from information included within the application or by test?
- ☐ Yes
☐ No
- * 2. Which best describes your highest level of education?
- ☐ Completion of the 8th grade
☐ Completion of the 10th grade
☐ Some High School
☐ High School Diploma or GED
☐ Associate's Degree
☐ Bachelor's Degree
☐ Master's Degree
- * 3. Which best describes your experience handling and working with Digital Asset Management Systems and collections software to create digital collections?
- ☐ No experience
☐ Less than 1 year
☐ 1 year but less than 2 years
☐ 2 years but less than 3 years
☐ 3 years or more
- * 4. Do you have at least 2 years of experience developing and enhancing metadata with thorough understanding of metadata standards and practices, schemas and file formats?
- ☐ Yes
☐ No
5. If so, please describe below.
- * 6. Do you have 2 or more years experience working with archival and/or born-digital collections?

☐ Yes

☐ No

* 7. Do you have demonstrated history of successful project management working in an institutional setting?

☐ Yes

☐ No

* 8. If yes, please describe.

* Required Question