DIGITAL PROCESSING ARCHIVIST

Department: F. M. Johnson Archives and Special Collections

Reports To: Director of Archives

Position Summary:
The Digital Processing Archivist will manage existing digital collections, coordinate the creation of new digital collections, and assist in the processing of new accessions in all formats with a focus on born digital material.

This is a part-time position (15 hours per week) with flexible scheduling during normal working hours.

Essential Responsibilities:
• Manage digital collections and exhibits including image, text, and audio collections
• Coordinate the digitization of historical materials and associated metadata creation
• Develop standards and workflows for archival processes related to collections of digitized and born digital materials
• Coordinate arrangement and description of archival collections according to professional standards and current archival procedures and the MPLP approach
• Assist with fulfilling patron requests for archival material
• Prepare original collection descriptions in EAD using ArchivesSpace
• Assist with supervision of student workers in archives

Essential Qualifications:
• Bachelor’s degree, MLIS with archival emphasis preferred
• Attention to detail and accuracy
• Demonstrated ability to work both independently and collaboratively
• Oral and written communications skills
• Ability and willingness to master evolving computer software and upgrade workflows as technology changes
• Experience with relevant technologies, standards, and practices such as Dublin Core, CONTENTdm, Microsoft Excel, EAD, DACS, and ArchivesSpace preferred
• Demonstrated knowledge of archival theory and practice preferred
• Ability to lift up to 50 lbs and push a full book cart
• Personal commitment to North Park’s mission of Christian higher education

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.