

JOB DESCRIPTION

Digitization Archivist – Alaska - 2018

The Digitization Archivist is responsible for providing digitization services to an archival institution in Alaska. These services will be provided for six weeks to an institution which, through a competitive process, will be chosen to receive digitization services. This position and project is overseen by the Alaska State Historical Records Advisory Board and is funded by a National Historical Publications and Records Commission grant.

Position Characteristics:

The Digitization Archivist performs professional archival digitization services, including imaging of still images and documents, and cataloging digital material within the statewide digitization platform, Alaska's Digital Archives. The Digitization Archivist will assist a small to medium-sized repository in Alaska with learning how to contribute to Alaska's Digital Archives. Technical support from the Alaska State Archives and Alaska State Historical Records Advisory Board will be provided to the Digitization Archivist.

The Digitization Archivist will be familiar with the principles of provenance, original order, and levels of intellectual control. They will apply advanced knowledge in policies, procedures, archival theory, professional standards, appraisal, imaging, metadata, and archival outreach. The Digitization Archivist's work involves appraising records for historical value, understanding scanning specifications, software use, metadata, and cataloging. It also requires a detailed and comprehensive understanding of planning and teamwork. The Digitization Archivist will use discretion, independent judgment, and innovation to image and catalog digital materials within the statewide digitization platform. A minimum of 625 images/documents are expected for digitization during the six-week period.

Position Type:

Six-week temporary position in Alaska. Expected employment during summer or fall 2018.

Examples of Duties:

- Survey collections for digitization.
- Formulate a digitization plan.
- Image/scan photographs and documents.
- Use image editing software such as Adobe Photoshop.
- Catalog digitized materials with CONTENTdm Project Client software.
- Offer training to repository staff about digitization processes.
- Write reports.
- Work with an institution to publicize the digitized collections.

Preferred Knowledge, Skills, & Abilities:

Working knowledge of creating descriptive metadata or catalog records, or describing archival materials preferred; working knowledge of digital imaging of still images and documents. Familiarity with grant-funded projects. Familiarity with libraries, archives, and museums.

Minimum Qualifications:

Two years of professional archival work experience at the journey level.

The required experience includes work such as Archivist II with the State of Alaska or the equivalent with another employer; **OR**,

Master's degree from an accredited college or university with a major in history, library studies, anthropology, computer studies, cross-cultural studies, information and records systems management, or another closely related field; **&**,

One year of professional archival work experience at the journey level. The required experience includes work such as Archivist II with the State of Alaska or the equivalent with another employer.

Salary: \$8,000

Reimbursable Travel Expenses: Up to \$1,200 of travel expenses can be reimbursed at the conclusion of the project. Receipts required for a reimbursement.

Application: Individuals should submit a resume, three professional references, and a cover letter explaining their qualifications for the position. Submit to ASHRAB Deputy Chair Zachary Jones at zachary.jones@alaska.gov.

Application deadline: June 10, 2018.

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