

Job Description

Job Title:	Digital Archivist
Department:	Library
Reports To:	Head, Special Collections & Archives
Jobs Reporting:	Work study student Co-op student
Salary Grade:	USG 8 - 13
Effective Date:	March, 2018

Primary Purpose

The Digital Archivist plays a key role in planning and implementing a robust digitization program for Special Collections & Archives. The incumbent collects, organizes, preserves and makes accessible digitized, born-digital and analog archival and locally hosted material. The Digital Archivist works with Special Collections & Archives staff in providing quality research and information services to the Library community and beyond.

The Digital Archivist also participates in cooperative efforts such as committee work and special projects.

Key Accountabilities

Digital asset management

- Takes the lead in planning, scheduling, documenting, and implementing standards and processes to improve digital discovery and support long-term preservation and access to digital archival materials
- With the Head, Special Collections & Archives, identifies and prioritizes items in the collection suitable for digitization and works with others in the Library on campus and beyond on digitization projects
- Leads initiatives to convert existing text, audiovisual and analog materials to digital formats and is responsible for the establishment, documentation and implementation of processing procedures necessary to maintain intellectual and physical control of the digital collections
- Establishes policies and workflows for accessioning, describing, preserving and accessing born-digital materials
- Works closely with the Digital Repositories Librarian, and other librarians and staff across the Library, to establish digital preservation policies and workflows for organizing and maintaining locally hosted content housed in institutional repositories and in identifying and exploring new platforms and technologies which allow greater accessibility to the collections
- Maintains knowledge of current and emerging best practices relating to the management of digital content
- Updates and enhances archival descriptive records and develops workflows for crosswalking descriptive data into metadata formats suitable for use in digital repositories and databases

Gifts and donations

- Assists with the appraisal and acquisitions function regarding gifts and donations

Research and Information services

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- Works with Special Collections & Archives staff to perform research and information services to University students, faculty, staff, as well as external researchers.
- Assists as requested in performing research and providing materials for University and Library development activities and related events
- In collaboration with the Librarian, Special Collections & Archives, designs instructional materials and delivers instruction in various formats about our digital collections to meet the instructional needs of students and researchers
- In collaboration with Library staff promotes Special Collections & Archives digital collections to the campus community
- Supports and advances the Library's Strategic Directions to further the Library's contribution to the School and the campus Strategic Plan/goals, as well as to the learning, teaching, and research of the campus community
- Builds effective working relationships with other staff at the University of Waterloo, the TriUniversity Group of Libraries (TUG) and other Libraries
- Participates in the monitoring of national and international archival and other metadata standards and in the formulation of local policies and procedures

Description

- Performs archival work relating to the accessioning, arrangement, description, long-term preservation and provision of access to incoming born-digital and digitized materials
- Performs other advanced archival work, when required, relating to the management of analog archival materials in collaboration with the Archivist, and Librarian, Special Collections & Archives

Management and supervision

- Trains and supervises the work of student assistants, co-op positions
- Directs work carried out by the Library Associates
- Along with the Archivist, and Librarian, Special Collections & Archives represents the Head, Special Collections & Archives in their absence
- Leads or participates in the planning and execution of special projects and participates on task groups or committees as appropriate
- Participates in professional development in areas such as research, courses, conference presentations, and ongoing skills acquisition

Required Qualifications

Education

- ALA-accredited Master of Library Science degree or equivalent

Experience

- Experience in a special collections and/or archives environment
- Experience digitizing special collections and archival materials
- Experience with open source digital asset management systems

Assets

- Experience in an academic library setting
- Experience with InMagic/DBTextworks

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- Experience with Islandora, Drupal and Archivematica
- Familiarity with crowdsourcing projects
- Familiarity with Encoded Archival Description (EAD) standards and practice

Knowledge/Skills/Abilities

- Demonstrated ability to independently, as well as collaboratively, plan, coordinate, and implement effective digital workflows and projects
- Knowledge of digital preservation standards and best practices
- Knowledge of metadata standards (e.g. Dublin Core, MODS, PREMIS) and proficiency with well-formed XML
- Demonstrated knowledge of archival theory and practice, including relevant national and international appraisal, metadata and preservation standards and proven knowledge of Rules for Archival Description (RAD) particularly with their application for digital media
- Knowledge of copyright and its application to material in all formats
- Strong interest in and understanding of current trends, issues and challenges facing special collections in the provision of digital content
- Knowledge of Freedom of Information and Protection of Privacy Act (FIPPA) and its application to archival materials
- Familiarity with database management systems
- Excellent communication skills, both oral and written, with the ability to foster positive working relationships and build partnerships
- Ability to work effectively and efficiently without direct supervision
- Demonstrated ability to manage detail-oriented processes requiring an exceptional degree of accuracy
- Demonstrated ability to analyze and resolve problems and to prioritize multiple tasks in an environment with frequent interruptions
- Proven ability to work effectively in a service-oriented environment, which values collaboration and collegiality
- MS Word – Intermediate
- Excel – Intermediate
- PowerPoint – Intermediate
- Database applications, scanning software, image editing software, Digital Asset Management (DAM) systems – intermediate to advanced

Nature and Scope

- **Contacts:** Communicates with department members and provides courteous and accurate in-person, e-mail and telephone reference services - Communicates with all staff and departments to discuss, present and meet mutual information and departmental needs - Communicates with scholars, researchers, genealogists and the general public to discuss and meet information and research needs - Communicates with current and potential donors to assist in the appraisal and acquisition process - Communicates with staff, administrators and faculty in matters of storage, retrieval and access to University records
- **Level of Responsibility:** The incumbent is responsible for their own work. The Digital Archivist has supervisory responsibility for work-study, co-op or contract positions. The Digital Archivist may direct the work of Library Associates. The incumbent handles material (some sensitive) subject to privacy legislation and copyright regulations and must ensure appropriate safeguards are employed in providing access to same. As required, the position consults with the Department Head, Special Collections & Archives, and members of the Library Managers Group.

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- **Decision-Making Authority:** Responsible for their own work in consultation with the Head, Special Collections & Archives
- **Physical and Sensory Demands:** Minimal exposure to disagreeable conditions typical of a library staff position
- **Working Environment:** Occasional need to lift and handle boxes up to 18 kg (40 lbs.), using step ladders to retrieve and return boxes stored on shelves at heights of up to 3 metres