

# Digital Repository Assistant

## **SUMMARY OF POSITION**

The Digital Repository Assistant assists with acquiring, processing and describing digital objects and digital research assets. Additional responsibilities include: assisting with depositing digital objects into the digital repository and assisting with other repository activities as assigned. This full time position supervises student assistants through instruction and demonstration. Other examples of responsibilities include answering phone inquiries and assisting library patrons using the collection. The Digital Repository Assistant communicates regularly with Access Services Librarian and/or the Director regarding special instructions or information.

## **JOB RESPONSIBILITIES**

- Scan historic photographs, slides, negatives, and postcards using established procedures and archival standards
- Ensure proper handling and refileing of historical documents
- Create archival quality 600 dpi TIFFs and corresponding web-quality JPGs for each digital item
- Apply metadata standards and framework to create and update metadata for each digital item
- Apply copyrights and reproduction rights for each item
- Upload digital items and corresponding metadata to Archives' external hard drive and Archives' website; and assist with defining an image library for the Archives' website
- Trains new users how to utilize digital platforms to access digital materials.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Basic knowledge of digital imaging.
- Experience with document scanners, database software, and the use of the Internet.
- Previous experience working with metadata in content management systems;
- Experience with commonly adopted metadata schemas and controlled vocabularies;
- Experience applying a selected metadata standard to a collection of digital objects
- Strong background in customer service;
- Strong verbal, written, organizational and proofreading skills; Attention to detail
- Ability to work independently under moderate supervision, exercise good judgment, discretion and initiative and must be a team player;
- Ability to prioritize and multi task work assignments; Comfort performing repetitive tasks
- Ability to work in both Mac and Windows environments and a variety of web browsers.
- Skills in electronic file manipulation and experience with Microsoft Office Professional Suite.
- Must be able to work long hours at computer terminal.

## **Preferred Qualifications:**

- \* Background in photography, certification in scanning preferred
- \* Working Knowledge of Adobe Photoshop, Illustrator and In-Design preferred.
- \* Prior experience with high end scanners, and medium to high resolution cameras
- \* Experience handling rare books, photographs, and archival collections
- \* Prior experience in a museum or library