

ARCHIVE CONTRACTOR

40 hours a week; \$20 an hour

Time period: Through Dec, 2018

General Description:

The Archive Contractor will steward the KBOO Archival Assets in all forms. You will work with many formats of audio content of public affairs and music, as well as the documents of KBOO history, and more.

Current funding for this position ends in 2018. We are attempting to keep this position funded, which may result in another contract. There are no guarantees about this funding.

KBOO Priorities

- Manage Resource Space Archival Database, in particular the data entry of metadata
- Manage Drupal Contractor (along with Jenka Soderberg) who will be hired to merge Resource Space merging with the KBOO website archive
- Support staff in 50th anniversary celebration year

Required Qualifications

- Prior experience with audiovisual analog materials required
 - Prior experience with digital preservation required
 - Prior experience with setting-up and managing audiovisual digitization workstations preferred.
- Ability to work independently and follow instructions
- Excellent communication skills and ability to coordinate with staff
- High attention to detail
- Experience with library and archives metadata standards such as PBCore, EAD, DACS and an understanding of the hierarchical relationship of audiovisual assets
- A Master of Library and Information Science, Moving Image Archiving, or equivalent amount of education and experience
- 1-2 years experience of managing archives projects

Preferred Qualifications

- Experience with ResourceSpace, MySQL, and php
- Proven track record of learning and using current technologies for archiving and digital preservation of audiovisual materials, such as ffmpeg, BWF Metaedit
- Editing experience
- Experience handling audiovisual materials, playback machines, and digital transfer an editing hardware/software
- Basic understanding of sound engineering as it relates to archival audio items

Responsibilities

- Manage a ResourceSpace archival database
 - Oversee data entry of metadata into ResourceSpace
- Support venues for promotion and use of the materials by the community
 - Support staff in their need for archival material for 50th anniversary celebration
- Work closely with staff on planning and budgeting for the KBOO archive project
- Recruit and oversee volunteers to inventory, assess and process KBOO archival materials
- Coordinate media prioritization and preparation with Program Director
- Manage digitization and qc of digital files and their preservation metadata from analog audio content. Includes contacting vendor for open reel, following in-house procedures for other formats.
 - Oversee the shipping and receiving of original materials and their digital versions
 - Track materials as they go through the digitization workflow process
 - Researching and correcting record with information from old program guides
- Manage permanent storage of materials (physical and digital)
- Set up, manage and oversee in-house digitization set-up and procedures for DAT, cassette, minidisc, and CDs.
- Outreach and education about archives and digital preservation to staff and KBOO community including but not limited to contributing newsletter articles, speaking on News from the Boo, attending committee meetings as requested.

Possible Responsibilities

- Possible community archiving activity
- Create archives working group (and their objectives).
- Manage and purchase supplies for archives work
- Uploading items to Internet Archive as needed
- Manage the transfer of digital audio files and metadata to AAPB