

Digital Archivist

Organization:

Dalhousie University

City:

Halifax

Province/State:

Nova Scotia

Country:

Canada

Category:

Archives

Job type:

Full-time

Duration:

Permanent

Description and duties:

The Dalhousie Libraries seeks a creative, collaborative, enthusiastic Professional Librarian / Archivist for the position of Digital Archivist. Reporting to the Dalhousie University Archivist, the Digital Archivist will take a leadership role in the management, acquisition, appraisal, description, and preservation of born-digital datasets, including privately donated and institutional records. The Digital Archivist will also be responsible for the management of the Archives' on-line holdings systems, website and social media initiatives. The Digital Archivist will be responsible for supporting Dalhousie faculty, students, and staff with information, training, and assistance in depositing and accessing digital materials in the Dalhousie University Archives and the Dalhousie Libraries Institutional Repository, DalSpace. This position will be the team-lead for achieving and maintaining accreditation as a Trusted Digital Repository, and serves as part of a team of librarians and staff furthering the work of the Dalhousie Libraries' Digital Scholarship Initiatives Committee. The Digital Archivist will define and implement repository and digital preservation policies, workflows, forward-migration technology planning, and work to increase data stewardship capabilities.

The Dalhousie University Archives serves the dual role of the University's official records repository and as a research centre supporting the learning, teaching and research needs of the Dalhousie University community and the general public. It serves as the primary cultural archives for the province with large holdings in theatre, literature, music, and film along with significant collections related to labour, business, the environment and sustainability, law, medicine, and Dalhousie faculty and alumni. The Archives is part of the Dalhousie University Libraries.

Main Areas of Responsibility:

- Leads the University Archives' ongoing development and implementation of standards, best practices, and procedures for the stewardship of born-digital archival material.

- Responsible for the technical appraisal, capture/transfer, accessioning, storage, preservation, and servicing of born-digital archival material.
- Assesses and manages risk associated with Trusted Digital Repository status and institutional commitment to preserve corporate digital records.
- Manages the Archives' on-line holdings systems, The Archivists Toolkit and AtoM; serves as author for the Archives' website and administrator for the Archives' Facebook and other social media initiatives.
- Collaborates with other Archives' staff on policies and workflows; determines workflows and best practices for the arrangement and description of both analog and born-digital collections; and coordinates access service procedures for requesting material and provision of access to these materials.
- Assists the University Archivist in the overall planning for the Archives including budget preparation, grant writing, and priority setting.
- Undertakes special projects and other duties as assigned by the University Archivist including Professional Librarian duties such as teaching, research support and liaison duties as required.
- Plans, directs, and reviews the work of term librarians, support staff and student assistants.
- Participates on Library Council and Dalhousie Libraries committees and task forces including appointment, tenure and promotion committees; engages in campus, regional and national professional organizations and collaborative activities.
- Expected to conduct research and produce scholarly publications, to be active professionally, and represent the Libraries and the University in the academic, scholarly, and professional community.

Qualifications:

Required Education and Experience:

- ALA accredited master's degree in library, archival or information sciences.
- A second master's degree in a relevant discipline would be considered an asset.
- Experience with technology developed or adopted by archives for curating born-digital manuscript material. Fluency with EAD, MODS, METS, XML, PREMIS & other data structure standards.
- Knowledge of metadata standards, reformatting guidelines, and issues pertaining to digitization and institutional repositories.
- Comprehensive knowledge of digital preservation theory and practice and experience with born-digital data stewardship.
- Understanding of principles of database management, and systems analysis with specific knowledge of current archival holdings systems.
- Knowledge of or experience with current practices for processing/cataloging both analog and digital archival collections. Fluency with RAD, MARC, AACR2, RDA and LC cataloging standards.
- Knowledge of Canadian and Nova Scotia history and the humanities.
- Demonstrated project management experience.
- Excellent communication and organizational skills, accuracy, and attention to detail.
- Ability to think creatively, and work both independently and collaboratively in a production-oriented, collegial environment.

Compensation:

Rank and salary are dependent upon qualifications and experience, and subject to the terms of the Dalhousie Faculty Association Collective Agreement. The position will not be filled at a level higher than Librarian II.

Additional information :

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Dalhousie is an Employment Equity/Affirmative Action employer. The University encourages applications from qualified Aboriginal people, persons with a disability, racially visible persons and women.

Organization web site:

<http://libraries.dal.ca>

Apply by email:

janice.slauenwhite@dal.ca

Application deadline:

Apr 12 2013

How to apply:

Please submit a letter of interest, current resume and names of three references to:

Ms. Janice Slauenwhite

Re: Dalhousie Libraries Digital Archivist Search Committee

Dalhousie University Libraries

6225 University Avenue, PO Box 15000

Halifax, NS B3H 4R2

Telephone: (902) 494-6685

Electronic submissions may be made to: janice.slauenwhite@dal.ca