

Location: Enoch Pratt Free Library

Job Title: Digital Project Assistant

Vacancy Number: 2021-00080

Responsibilities: The Digital Project Assistant: Coordinates Digital Maryland project workflow for both internal and external digitization projects. In consultation with the Digital Resources manager, establishes timelines, goals for project completion, and tracks progress. Establishes and maintains project specific digitization policies, standards, and procedures for internal and external project partners. Provides training for staff, volunteers and external partners as needed. Coordinates communication with internal and external project partners through regular updates and reports. Maintains related statistics. Creates high quality metadata and applies existing metadata standards across multiple collections. Converts a variety of original materials to digital form according to given specifications. Tasks include setting up and operating scanners, using image processing software to perform quality control and file processing, and uploading finished digital objects to the Digital Assets Management System. Sets up collections in the Digital Asset Management System and updates Digital Maryland website. Monitors hardware and software, submits troubleshooting tickets and handles vendor communications as needed. Keeps abreast of trends in the creation, maintenance, and migration of digital collections with a view to improving procedures, preservation, and access. Identifies new equipment, software and processes that will further department goals. Assists with outreach, presentations and public events related to Digital Maryland

Requirements: Minimum Requirements-

- An ALA-accredited MLS or other advanced degree
- 3+ years of experience working with Digital Asset Management Systems, demonstrated ability to learn collections software to create digital collections
- 2+ years developing and enhancing metadata with thorough understanding of metadata standards and practices, schemas and file formats
- 2+ years working with archival and/or born digital collections
- Demonstrated history of successful project management working in an institutional setting
- Experience working collaboratively and independently with varied groups within a large organization and a team environment

Salary Range: 50,013.00

Application Process: [Jobs at the Pratt Library](#)

Special Requests:

Closing Date: Open until filled