



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 11/15/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Digital Initiatives/Technical Operations Coordinator
Status: Full-time, continuing (35 hrs. per week)
Grade: 10
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports to: Digital Archivist and Special Collections Librarian (Faculty Position)
Supervises: Student Employees and Library School Interns

PRIMARY PURPOSE: Under the Supervision of the Digital Archivist and Special Collections Librarian, manage day-to-day operations in the area of Digital Initiatives, which includes overseeing all large-scale digitization projects and supervision of student workers and library school interns. Provide the full array of services associated with the area, including developing policies and procedures for the evaluation and uploading of content to the College’s institutional repository and similar digital collections management systems and facilitate access to digital collections through digitization and metadata creation. The Digital Initiatives Coordinator is an innovative collaborator who contributes to the success of the RIC faculty, students, and staff by developing, implementing, and maintaining new and existing digital library services. The incumbent fosters relationships to facilitate accessibility, integration, and usability of digital collections; leads the exploration of new technologies; and provides a seamless digital experience for the end-user.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions

- Provide creative, positive leadership with digital initiatives in collaboration with library faculty and staff, vendors, and key campus and community partners.
- Collaborate with the Digital Archivist and Special Collections Librarian to initiate, sustain, and improve digital projects relating to Special Collections materials.
- Under the supervision of the Digital Archivist and Special Collections Librarian and in collaboration with library faculty, support campus-wide initiatives with expanding the role of digital scholarship, digital learning, and digital humanities in the curriculum.
- Establish procedures to evaluate and upload Rhode Island College content, electronic theses and dissertations, faculty publications, and archival digital collections to the institutional repository DigitalCommons@RIC and similar digital collections management systems.
- Develop systems utilizing web-based platforms, scripts and MySQL or other relational databases to streamline digitization workflows.
- Digitize and generate access copies of Rhode Island College collections in all media formats, including print, analog audio and video recordings, slides, and other obsolete formats, while adhering to strict standards for digitization, and provide analog and digital reformatting of these materials as necessary.
- Work with a broad range of newer formats such as flash media, hard disk drives, optical discs, and high definition video tape and file-based formats.
- Serve as administrator and programmer for the local library file server, which allows for storage, preservation, and access to all digitized collections. Monitor backups and digital forensics of digital collections on local server to ensure file integrity.
- Administrator for ricdigitalcommons.com, which is a webserver hosted by Bluehost. Manage and update local instances of Omeka, ArchivesSpace, as well as other custom designed and programmed web applications, which are hosted on the webserver.
- Maintain digitization equipment, identifying upgrades when necessary. Create and maintain web content using HTML, CSS, Javascript/jQuery, Bootstrap, and other web coding frameworks and adapt open

source repository and digital asset management systems which could include Islandora, Omeka, ArchivesSpace and/or DSPACE, in support of digital scholarship.

- Create descriptive metadata for content in the institutional repository and similar digital collections management systems.
- Develop a digital preservation plan and a uniform collection management policy for locally stored digital archives using applications for metadata management and document backup processes.
- As required, perform routine maintenance on a broad range of magnetic audio and video playback and recording equipment so that the equipment performs to specification.
- Work with academic departments on campus to promote digitization of student scholarship.
- Liaison with faculty members to obtain CVs for review for inclusion in DigitalCommons@RIC based on copyright compliance and work with them to integrate digitized collections in teaching and learning.
- Maintain appropriate permission forms and records.
- Oversee compliance of the copyright status of digitized college and library content and research publisher policies.
- Monitor, edit, and/or create Wikipedia entries pertaining to Adams Library digital and print collections, including citations.
- Provide the Digital Archivist and Special Collections Librarian and Library Director with statistical reports and data analysis relevant to the activities of the Digital Initiatives unit.
- Supervise, coordinate, and provide technical training to student workers and library school student interns
- Outreach to form college and community partners in digitization projects, and work on grant opportunities when applicable.
- Attend professional development activities as assigned or required to meet departmental goals and objectives and keep current with standards and best practices in film, video and audio preservation and conservation.
- Participate in library-wide and professional committee and task force work.

Occasional Job Functions: Perform other duties and responsibilities as assigned by supervisor and/or library director.

REQUIRED QUALIFICATION STANDARDS:

Education: Bachelor's degree from an accredited college or university.

Experience:

- A minimum of five years of library and/or archival experience.
- Demonstrated experience with database management systems such as bePress Digital Commons and FileMaker Pro.
- Demonstrated experience with XML, PHP and other scripting languages
- Demonstrated experience with searching library catalogs, research databases and online journals.
- Demonstrated graphic design and/or digital imaging experience.
- Demonstrated digital media enhancement and/or restoration experience.

Skills, Knowledge and Abilities:

- Ability to provide leadership regarding technology and digital experiences, recommend strategic directions and participate in planning processes within an academic setting.
- Demonstrated knowledge and proficiency with Adobe Creative Cloud products, including Photoshop, Premiere, and Bridge.
- Demonstrated knowledge and proficiency with video editing and audio editing software including Final Cut Pro and Avid Pro Tools.

- Knowledge of transcoding, media coding, and data migration.
- Ability to maintain obsolete audio-visual equipment, particularly for U-Matic and open reel audio media
- Familiarity in the degradation of magnetic media and ability to recover items that have suffered from poor storage conditions. This includes having the ability to splice broken tape, safely remove mold and dust, dehydrate tape, and replace cassette tape shells.
- Familiarity with library technology, data reporting and manipulation, database query, website development and digital learning environments.
- Range of technical knowledge and understand of various types of media and file formats
- Demonstrated basic knowledge of library and archival metadata standards.
- Demonstrated ability to perform detail-oriented tasks with accuracy.
- Demonstrated strong analytical and problem-solving skills.
- Demonstrated strong written and verbal communication skills.
- Demonstrated ability to work with diverse groups; mentoring, coaching, or personnel management experience is beneficial.
- Demonstrated ability to work independently and collaboratively in a collegial, team-based environment and maintain positive working relationships.
- Ability to plan, manage, and oversee multiple projects, meet deadlines, and prioritize work in alignment with the strategic goals of the Library and the College.
- Demonstrated ability to organize, coordinate and supervise student workers.
- Demonstrated ability to organize, coordinate, supervise and provide technical training to student workers

Preferred: Master's  Degree. Demonstrated experience with library or archival digitization projects.

ENVIRONMENTAL CONDITIONS: The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application