JOB DESCRIPTION

TITLE

Digital Curator

JOB SUMMARY

The Digital Curator provides highly responsible data curation and management of digital resources to include preservation and curation research and development activities and initiatives. Creates digital collections, enables discovery and retrieval, and promotes and preserves. The Digital Curator is responsible for the oversight and management of the Libraries content management system. Writes digital assets policies and procedures, including asset standards and management of asset permissions. Develops communication tools and identifies opportunities to utilize digital assets and multimedia platforms with an emphasis on generating awareness among faculty. Works with products of mass digitization, items from special collections such as the Woman's Collection and supports electronic research and online exhibits. The Digital Curator manages the digitization, metadata creation, and upload of materials in the university's institutional repository including the University Archives, Special Collections, and Cultural Heritage and Institutional Memory collections. Responsible for assisting patrons to the special collections with research services, assists students with primary resources, and provides high level research services to scholars, educators, journalists, and filmmakers. Work is performed under limited supervision and performance is based upon completion of assignments and results obtains. The performance evaluation is conducted through the performance evaluations system and in accordance with the University Policies and Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Special Collections

Supervises: May supervise Student Assistants directly or indirectly

ESSENTIAL DUTIES - May include, but not limited to the following:

- Provides dynamic leadership across special collections in order to deliver business and technical solutions that enable the unit to fulfill its mission and support its digital initiatives.
• Plans and executes short and long-range strategies; develops policies and procedures for the curation of born-digital materials in accordance with professional best practices and national standards.
• Manages, develops, and tracks digital initiatives; maintains documentation on workflows, procedures, and protocols; synthesizes information for reports and presentations.
• Contributes to the ongoing review of technologies and their application to collections management.
• Supports the full range of functions of digitization and continued care of legacy materials.
• Oversees the audio and digital imaging projects, including producing estimates, developing plans and timelines, coordinating the work of digitization production either by third-party vendors or internal staff, and performing quality assurance.
• Codes finding aids using Encoded Archival Description.
• Determines content that will be used for research and add the selected digital objects including photographs and documents CONTENTdm.
• Develops new digital collections for CONTENTdm using technology such as Dreamweaver and PHP and other Adobe Products.
• Accesses, evaluates, and measures usage of digital collections.
• Digitizes items for electronic preservation and long term management.
• Creates collection specific webpages for integration into CONTENTdm.
• Curates web-based online exhibits using Omeka.
• Builds the University Archives digital collections by working with the University Archivist and Records Retention Manager to transfer and digitize historically intrinsic images, documents, publications, film, video and other formats.
• Responsible for maintaining controlled vocabularies for all digital collections.
• Harvests web-based data related to holdings in the Woman’s Collection.
• Archives web-based data according to archival standards.
• Takes an active role in promoting and adding value to digital content.
• Creates robust metadata for online records using Dublin Core, Premis, the Thesaurus of Graphic Materials schemas or other appropriate tagging schemas.
• Provides support to the Records Retention Manger in the data mining of electronic materials for archival retention purposes.
• Occasional overnight and extended travel required.

**ADDITIONAL DUTIES**

• Harmonizes digitization initiatives.
• Curates digital exhibits.
• Supports with the curation, research, installation, and deinstallation of exhibits.
• Develops content for collections, printed materials, and web pages.
• Assists patrons with research and locating materials.
• Supports with collection maintenance and processing of new gifts as needed.
• Manages the Woman’s Collection LibGuides.
• Represents the Woman’s Collection on web and technology committees.
• Provides graphic design and creative conceptualization as needed.
• Speaks to donors and community members who have an interest in special collections.
• Performs other duties as requested.

**EDUCATION**

Master’s degree in Library Science from an ALA accredited institution; emphasis in digital content or archives preferred. Coursework in data management, digital curation, metadata creation, and archival theory, practice, and methodology preferred.

**EXPERIENCE**

Four years of progressively more complex experience managing, developing, and curating digital assets. Experience with women’s history, visual acumen, experience working with faculty, staff, and donors external to the libraries on digital projects, capacity to thrive in a changing environment preferred. Experience cultivating donor relationships desirable.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position. Must possess a valid Texas driver’s license. Occasionally overnight travel and flexibility to work weekends required. Must maintain confidentiality of work related information and materials.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

• Demonstrated knowledge of the following metadata standards: MARC; Dublin Core; EAD; METS; MODS.
• Knowledge of classification standards, authority records, bibliographic standards including AACR2 and DACS.
• Knowledge of best practices for managing and preserving digital collections.
• Knowledge of data management issues and trends including knowledge of applications for organizing and managing research data.
• Demonstrated presentation and project management experience.
• Knowledge of archival practices and records maintenance skills.
• Knowledge of electronic records management and digital preservation theory principles, practices, and methodology.
• Proficient in Microsoft and Adobe software including Word, Excel, Access, and Publisher, Photoshop, InDesign, Illustrator.
• Proven marketing experience including development of print collateral and electronic content.
• Advanced research skills using electronic and printed sources.
• Ability to utilize computer technology to access, gather, compile, examine, arrange, and analyze data and generate reports and communicate with others.
Exceptional interpersonal skills, high level communication skills including written and verbal, advanced presentation and public speaking skills.

Ability to champion the benefits of preserving women’s history especially digital assets.

Ability to problem-solve and prioritize.

Ability to implement short and long range goals.

Ability to work independently and creatively, collaboratively, and effectively as a team member and independently to promote teamwork within the organization and to maintain effective work relationships with a wide range of constituencies in a diverse community.

Ability to organize work effectively, conceptualize and prioritize objectives, and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to interpret, adapt, apply, and integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to handle multiple and simultaneous tasks with ease.

Ability to work effectively with a variety of groups and different audiences.

Attention to detail, accuracy, follow through, and highly organized.

Ability to deal well within a fast-paced and changing environment.

Ability to deliver a superior customer service experience to a broad range of patrons.

Ability to operate a personal computer and other office equipment including copiers, printers, scanners, and digital cameras.

Ability to foster a cooperative work environment.

Ability to lead and train student assistants and to organize and schedule work assignments.

Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.
SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ________________________________  Date: ______________

Employee Printed Name: ____________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.