POSITION SUMMARY:
The Digital Services Archivist and Reference Services Librarian is primarily responsible for overseeing HSP’s Digital Services department, digitizing archival collections (based on external or internal requests), and coordinating HSP’s Rights and Reproductions service (including overseeing any outside labor to perform the work), and serving researchers in HSP’s Reading Room (paging, reshelving, rotating at the public service desks, etc.). This is a full-time (40 hours per week, Monday through Friday), permanent position, split between Digital Services/R&R (24 hours per week) and public service rotations as determined by HSP’s Director of Research Services (16 hours per week).

SPECIFIC RESPONSIBILITIES:
- Perform digital image capture, conversion, and preservation of historic graphics and manuscript materials using photography and scanning equipment.
- Assign descriptive, administrative, and technical metadata to digitized collection material and upload media to associated catalogue records in HSP’s Digital Asset Management System (DAMS).
- Coordinate HSP’s Rights and Reproductions program, including invoicing, licensing agreements, client management, and supervision of any outside labor.
- Increase visibility and facilitate use of HSP’s digitized collection material through HSP’s front-end Digital Library and project Omeka site and collaboration with internal and external clients.
- Maintain quality control standards for digital images and metadata records.
- Create and maintain documentation for department procedures and policies based on institutional standards and best practices.
- Assist in coordinating and supporting internal and collaborative digital projects and initiatives.
- Train and supervise Digital Services staff and interns on digitization procedures and standards.
- Serve as a resource and liaison within HSP’s IT working group.
- Provide public service at the Restricted Desk by supervising users (assisting with document handling, deciphering handwriting, making requests for closed-stacks material), and paging.
- Provide guidance to researchers at the Reference Desk.
- Fill in at the Front Desk as needed.
- Serve on HSP staff collections committee and play active role in institutional development and strategic planning.
- Perform other duties as assigned.

SKILLS AND RESPONSIBILITIES:
- Master’s degree, or its equivalent required, in Archival Management/Museum Studies/Public History, and/or an MLIS, and/or Graduate degree in Digital Humanities.
- A minimum of one year related digital imaging experience required.
- Past experience in an archive or special collections library, and demonstrated familiarity with digitization technologies and materials handling preferred.
- Knowledge of metadata standards used in digital collections (e.g. DACS, Dublin Core, AACR2, LCSH), digital preservation best practices (OAIS, NDSA), and collections management systems.
(Collective Access) desired. Must have excellent interpersonal skills and exhibit the ability to work both independently and collaboratively in a team environment.

- Prior experience managing project elements a plus.

**STATUS:** Exempt  
**SALARY RANGE:** $40,000 - $45,000

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; and talk and hear. The employee frequently is required to use hands to handle or feel objects, tools or controls; reach with hands or arm; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance, color vision and depth perception.

Submit resume and/or CV to Resumes@HSP.org.