



Title: Manager of Digital Services
Date: April 10, 2024
Division: Library
Supervisor: Librarian and CEO

POSITION SUMMARY:

The Manager of Digital Services is primarily responsible for overseeing HSP's Digital Services Department, digitizing archival collections in response to external or internal requests, and managing HSP's Rights and Reproductions service (including overseeing staff, volunteers, interns, and outside labor assigned to help perform the work). The Manager of Digital Services supervises one part-time position, which is shared with the public services division of the Library. This is an on-site, full-time (40 hours per week, Monday through Friday), permanent position.

SPECIFIC RESPONSIBILITIES:

- Coordinate HSP's Rights and Reproductions program, including producing invoices and licensing agreements. Confirm that all fees are paid prior to releasing digitized files to external clients.
- Perform digital image capture, conversion, and preservation of manuscripts, books, and historic graphics 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).
- Identify items requested for digitization in HSP's databases, card catalogue, finding aids; page the materials; and return them to their proper storage locations in a timely manner.
- Train and supervise Digital Services staff and interns on digitization procedures and standards.
- 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 external collaborative digital projects and initiatives with peer institutions and third-party businesses.
- Collaborate internally with staff in the Library, IT, Institutional Advancement, and Learning and Engagement.
- Serve on the Library Leadership Team.
- Implement HSP's Strategic Plan over time as it relates to digital initiatives, including the acquisition and maintenance of systems and protocols and prioritization of digital projects.
- Perform other duties as assigned.

SKILLS AND REQUIREMENTS:

- 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 two years related digital imaging experience required; rights and reproductions experience preferred.
- Past experience in an archive or special collections library, and demonstrated knowledge of digitization technologies and appropriate handling of rare books and manuscripts required.
- Strong interpersonal, communication, and customer-service skills as well as an ability to collaborate internally and externally.

- 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.
- Familiarity with one or more of the following would be a plus: Collective Access, Islandora, Omeka, Archive Space, Photoshop, Linux, MySQL, Lightroom, and Drupal.
- Ability to manage projects with multiple dimensions.

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.

STATUS: Exempt

SALARY RANGE: \$45,000 - \$50,000