



Job Title	Collections Coordinator
PVN ID	VU-2006-003622
Category	Research
Location	OFFICE OF SR VC FOR UNIVERSITY RELATIONS
Department	CUNY Television
Status	Part Time
Hourly Rate	\$32.00-\$32.00
Hour(s) a Week	32.00
Closing Date	Aug 19, 2020 (Or Until Filled)

General Description

The Collections Coordinator will lead efforts to fulfill the objectives of CUNY Television's project to digitize and make accessible select collections from the CUNYverse as funded by the Council for Library and Information Resources' Hidden Collections program. In collaboration with CUNY TV's archivists, the coordinator shall draft project agreements, digitization workflow, online descriptions, and related social media content. The coordinator shall also oversee inventory and receipt of collections; assessment, digitization and preservation of select objects; engagement with originating collections staff; cataloging and discoverability; rights managements; and return of physical collections.

The coordinator will perform fully supervised preservation transfers of archival audiovisual content for an ongoing project. This position will also be responsible for inventory, preparation, and treatment of said collection, management of collection metadata, and creation of specified derivatives.

This is a temporary position for an eighteen-month appointment which is eligible for health insurance (including medical, hospital, prescription, and vision coverage).

Other Duties

- Inventory and preparation of archival audiovisual recordings
- Serve as a liaison with involved CUNY collection to ensure project participants are well-aware and involved in the progress of the project
- Design and host strategy conferences with representatives from collecting institutions, project advisors, and project staff
- Arrangement for collection
- Audiotape and videotape digitization to preservation standard specifications
- Fulfill descriptive, technical and preservation metadata requirements
- Subtitling and captioning work to ensure that content meets CUNY's accessibility requirements

- Audiovisual processing to create access files, logs, checksums
- Maintaining comprehensive and detailed transfer logs
- Quality control

Qualifications

- Knowledge of current archival best practices in relation to audiovisual preservation
- Experience working with and/or maintaining legacy audiovisual technology
- Experience in content description, taxonomy development, technical and descriptive cataloging
- Understanding of audiovisual signal flow and digitization quality control
- Familiarity with analog audiovisual workflows
- Familiarity with audiovisual accessibility, such as subtitling, transcription, and captioning
- Excellent written and communication skills
- Ability to work independently
- Knowledge of audiovisual digitization, quality control
- Extensive interest in audiovisual technology and preservation
- Ability to lift 40lbs.