



## **ASSISTANT ARCHIVIST AND DIGITIZATION SPECIALIST**

The Milwaukee County Historical Society seeks an Assistant Archivist and Digitization Specialist. This position makes Research Library resources accessible and discoverable through digitization and born-digital records management, as well as assisting with digital policy development and implementation. In addition, this person will assist the Archivist in the day-to-day operations of the Research Library. This position is supervised by the Archivist and the Director of Collections and Exhibitions.

### **RESPONSIBILITIES:**

- Develop and perform specialized procedures and workflows for digitization of Research Library materials and digital archives handling, including management, metadata creation, storage, preservation, and exhibition
- Prepare archival resources for digitization, manage digital repository workflows, and manage delegated digitization projects and/or project phases
- Maintain relationship with Milwaukee County to develop policies and procedures for managing born-digital materials for transfer, storage, preservation, organization, description, and access
- Assist with Research Library reference and research services
- Assist in managing and strategically expanding the digital collection of MCHS
- Ensure adherence to archival best standards, principles, and practices in the preservation and digitization of museum materials
- Supervise and/or direct interns and volunteers in digitization tasks
- Promote knowledge and use of the collections by making presentations, talks, and/or interviews to the media, library groups, historical societies, and student groups
- Remain current on best practices and emerging trends through self-directed study, developing professional contacts with colleagues, and attending professional development conferences, courses, and workshops
- Perform other related duties as assigned

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in History, Museum Studies, Library Sciences, Archival Studies, or a closely related field
- At least one year of experience working in archives, digitization, libraries, museums, public history, records management, or research
- Knowledge of current trends and new developments in digitization, digital library initiatives, archives, and special collections
- Knowledge of current metadata standards and digital content management systems
- Experience planning, managing, and overseeing multiple projects, meeting deadlines, and prioritizing work
- Demonstrated flexibility, creativity, and sound judgment in the workplace

- Demonstrated ability to work both independently and collaboratively and maintain positive working relationships
- Effective written and verbal communication skills with colleagues, patrons, and in public speaking
- Ability to lift up to forty pounds, climb ladders, and push fully loaded carts weighing over one hundred pounds

**PREFERRED QUALIFICATIONS:**

- Master's degree in History, Museum Studies, Library Sciences, Archival Studies, or a closely related field
- Experience working with digital collections including born-digital files and the creation and management of digitization projects and workflows
- Knowledge of privacy and copyright issues in the digitization of collections
- Knowledge of HTML, XML, and other coding languages
- Familiarity with digital preservation services

**SCHEDULE:** Schedule fluctuates bi-weekly, Tues-Sat alternating with Mon-Fri. 9 a.m. to 5 p.m.

**BENEFITS:** Paid Time Off, IRA matching contribution, discounted parking, short/long-term disability

**PAY RANGE:** \$39,520 – \$45,760

**APPLICATION PROCESS:** Please send cover letter and resume to Ben Barbera, Director of Collections and Exhibitions at [bbarbera@milwaukeehistory.net](mailto:bbarbera@milwaukeehistory.net).