

Assistant Digital Archivist (1 position)

Rockefeller Archive Center

The Rockefeller Archive Center seeks a tech-savvy, user-oriented, and self-motivated individual to join the RAC Digital Program in the position of Assistant Digital Archivist. This is a full-time grant-funded position supported by the Ford Foundation for a minimum period of three years.

Reporting to the Assistant Director, Head of Digital Programs, the Assistant Digital Archivist will provide leadership and expertise for a project that will build a sustainable, user-centered, and standards-compliant infrastructure to support the ongoing acquisition, management, preservation, and discovery of digitized and born-digital records.

Duties and responsibilities include:

- Plans and assists with tasks relating to a new RAC initiative to implement infrastructure supporting archival management of digital records.
- Proactively communicates important project news to RAC staff, researchers, representatives from donor/depositor organizations and other information professionals.
- Plans and conducts a comprehensive usability testing program across all areas of system functionality, identifying and reporting on concrete and incremental improvements to the user experience.
- Specifies and assists in development of system functionality supporting the discovery and delivery of digital records.
- Provides support to the other functions and responsibilities of the RAC Digital Program, including digital preservation activities, data management and systems implementations.
- May also be asked to assist in providing reference service, including monitoring reading rooms.

Critical skills and expertise:

- Knowledge of best practices, tools, resources and methodologies for user experience work.
- Strong command of archival theory and best practices, especially as they relate to the particular issues posed by access to born digital and digitized content.
- Familiarity with project management and software development tools (Asana, Basecamp) and methodologies (Agile, Scrum, Lean).
- Familiarity with data and web standards relevant to management of and access to digital collection materials such as EAD, DACS, XML/XSLT, HTML, CSS, JSON and JavaScript.
- Experience working with APIs and scripting languages, particularly to facilitate interoperability between systems.
- Familiarity with copyright regulations, donor restrictions, and permissions issues related to providing access to digitized and born digital material.
- Aptitude for complex, analytical work with attention to detail.
- Ability to work in a team-oriented approach with fellow staff members towards the organization's goals.
- Excellent written, verbal, analytical and organizational skills.
- Familiarity with using communication tools such as blog posts and social media in a professional setting.

- Ability to work independently on multiple projects and priorities.
- Willingness and desire to take initiative.

Required Education and Experience:

- ALA-accredited master's degree in library, information, and/or archival science or equivalent Masters degree.
- Minimum one to three years professional experience in library or archival setting.

About the RAC:

The Rockefeller Archive Center, an operating foundation with its own substantial endowment, is an independent archive and research center dedicated to the study of philanthropy and the diverse domains it shapes. It was established in 1974 to assemble, preserve, and make accessible the records of the Rockefeller family and the foundations and nonprofits established by the family, including the Rockefeller Foundation, the Rockefeller Brothers Fund and the Rockefeller University. Today, the Center's growing holdings include materials from numerous foundations, including the Ford Foundation and the Commonwealth Fund, as well as from many nonprofit organizations. It is also a major repository for the personal papers of leaders of the philanthropic community, Nobel Prize laureates, and world-renowned investigators in science and medicine.

Located 20 miles north of New York City in Westchester County on a former Rockefeller estate, the Archive Center is easily accessible from major highways and by train on the Metro-North Hudson Line. The Rockefeller Archive Center is an equal opportunity employer. The Center is committed to the support and encouragement of a multicultural environment and seeks candidates who can make positive contributions in a context of ethnic and cultural diversity.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume via email or mail to:

Rockefeller Archive Center
15 Dayton Ave
Sleepy Hollow, NY 10591
careers@rockarch.org