
ASSISTANT DIGITAL PRESERVATION ANALYST

ROCKEFELLER ARCHIVE CENTER

POSITION SUMMARY

The Rockefeller Archive Center seeks a highly collaborative and self-motivated individual to join its Digital Strategies team as an Assistant Digital Preservation Analyst. In this early career role, you will develop into an organizational resource for the implementation and use of digital preservation methodologies, tools, and standards, and help to shape our strategy for future initiatives in these areas. You will report to the Associate Director of Archives & Chief Digital Strategies Officer and work closely with the other members of the Digital Strategies team.

We are looking for someone who is eager to learn, committed to inclusion, and connected to both established and emerging archival principles and practices. We strongly encourage candidates who have experience collaborating with diverse groups of stakeholders to apply.

We recognize that this is a lengthy list of responsibilities and qualifications. There are multiple paths toward success in this position, depending on your interests and experience and willingness to learn. If you believe that you could excel in this role, we encourage you to apply. We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. Please use your cover letter to tell us about your interest in archives and what you hope to bring to this role.

RESPONSIBILITIES

DIGITAL PRESERVATION ANALYSIS AND STRATEGY

- Provides expertise for the implementation and use of digital preservation methodologies, tools, and standards across the organization.
- Analyzes, researches, defines, and advocates for strategic improvements to the RAC's digital preservation program, including workflows, systems and storage.
- Collaborates and coordinates effectively and proactively with the Information Technology team.

PROJECT SUPPORT AND ANALYSIS

- Assists in the development and management of strategic projects to improve or implement efficient, principled, and user-centered processes across the organization by evaluating and documenting proposed solutions, managing constraints, and facilitating stakeholder input and collaboration.
- Anticipates, prioritizes, researches, analyzes, and articulates problems and organizational needs related to policy, process, and technical infrastructure that supports digital preservation.
- Aids in the development of policy recommendations pertaining to digital preservation practices.

TRAINING AND FACILITATION

- Participates in working groups and consults on projects to expand digital preservation expertise across all program areas, including identifying strategic opportunities for RAC staff training, and supporting development of training programs related to areas of expertise.
- Supports the use of facilitation techniques to generate inclusive collaboration among project stakeholders and teams to define and meet goals while promoting learning across the organization.

- Pursues training programs (e.g., courses, workshops) and attends professional events, as appropriate.
- Actively participates and presents in RAC meetings and informal interactions to share knowledge base with other RAC staff.

ARCHIVES OPERATIONS

- Actively participates in general archive support activities (e.g., reading room desk shifts, retrievals, working groups, etc.).
- Understands and complies with established RAC archival standards (e.g., policies, procedures, guidelines), tools and software.
- Keeps abreast of trends and developments impacting the archival profession.

QUALIFICATIONS

REQUIRED

- Master's Degree in a relevant field and a minimum of 1 year of archival experience; or B.A. degree in a relevant field and a minimum of 3 years of archival experience.
- Ability to work in a team-oriented approach with fellow staff members towards the organization's goals.
- Ability to work independently on multiple projects and priorities.
- Ability and desire to take initiative.

PREFERRED

- Strong command of archival theory and best practices, especially as they relate to the issues posed by born digital content.
- Understanding of national and international digital preservation standards, initiatives, and issues.
- Knowledge of planning and project management methodologies.

COMPENSATION

- The salary range for this position is \$66,422 - \$96,312 per year and is commensurate with experience.
- The Rockefeller Archive Center supports a flexible work environment. There are no general RAC requirements regarding the time an individual employee must spend onsite, since this will necessarily vary among different positions on the staff. All flexible work arrangements are determined and approved in advance by the employee's supervisor. Employees must make themselves available on-site as necessary to attend meetings, trainings, or other required events, or to support reading room operations, even if that day is typically a remote or flex workday.

ABOUT THE ROCKEFELLER ARCHIVE CENTER

Located in Sleepy Hollow, NY, the Rockefeller Archive Center is a repository of historical materials and a research center dedicated to the study of philanthropy and the many domains touched by American foundations, individual donors, and the civil society organizations they support. We were established in 1974 initially to gather, preserve, and make accessible the records of the Rockefeller family and their far-reaching philanthropic endeavors, such as the Rockefeller Foundation and the Rockefeller Brothers Fund. The Archive Center has grown, and today we hold the archives of many major foundations, cultural organizations, research institutions, as well as individuals associated with these organizations.

The Rockefeller Archive Center is led by a President, Director of Human Resources and Operations, Director of Archives, and Director of Research & Engagement. The Digital Strategies team is positioned within the Archives Program and is led by the Associate Director of Archives & Chief Digital Strategies Officer and includes a Usability

and Accessibility Analyst as well as a DevOps Analyst. The mission of the Digital Strategies team is to lead the ethical application of technology in all aspects of the RAC's work by connecting people to systems and expertise.

EEO STATEMENT

The Rockefeller Archive Center is an equal opportunity employer committed to diversifying its workforce and is firmly committed to complying with all federal, state, and local equal employment opportunity laws. The Archive Center invites applications from candidates regardless of race, creed, color, age, disability, religion, national origin, gender, sexual orientation, gender expression, or any other characteristic protected by law. The Archive Center is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities. As part of this commitment, the Archive Center will ensure that persons with disabilities are provided reasonable accommodations. If a reasonable accommodation is needed to participate in the job application process, please contact careers@rockarch.org. For additional information, including the Archive Center's [Accessibility Statement](#), please visit our website at www.rockarch.org.

HOW TO APPLY

To apply, please send a cover letter explaining your interest in the position and qualifications along with a resume via email to careers@rockarch.org and include *Assistant Digital Preservation Analyst* in the subject line of your email.

Applications will be accepted until November 17th, 2023.