Staff Position Posting

Audiovisual Conservator

Department: LITS: Digitization, Robert W. Woodruff Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Job Description

Reporting to the Head of Digitization and Digital Curation, the Audiovisual Conservator oversees and conducts preservation and digitization of audiovisual materials, including sound recordings, video recordings, and film. The majority of audiovisual materials in need of preservation are held in the Stuart A. Rose Manuscript, Archives, and Rare Book Library, the University Archives, Pitts Theology Library, and the Music & Media Library. This position works closely with librarians, archivists, curators throughout the Emory University Libraries, and with outside vendors as appropriate, to assist and advise on the proper storage and ongoing preservation of audiovisual materials.

Type of Supervision Received

Reporting to the Head of Digitization and Digital Curation, the Audiovisual Conservator oversees and conducts preservation and digitization of audiovisual materials held by the Emory University Libraries. General direction is provided by the Head of the Access and Resource Services Division. Individual performance is informally reviewed on a regular basis and formally on an annual basis; progress toward unit and professional goals is a key component of performance evaluation process.

Type of Supervision Exercised

The Audiovisual Conservator supervises student employees performing digitization work on audiovisual materials and is responsible for the hiring and termination of these positions. Currently two graduate students are employed representing .5 FTE.

Professional Responsibilities

A. Audiovisual Transfer Duties

1. Oversee digitization of sound and moving image recordings.
2. Oversee packaging and ingest of audiovisual objects into the digital repository.
3. Coordinate entry of descriptive and technical metadata, partnering with Metadata Librarian for assurance of metadata quality and completeness.
4. Create shelf copies on current media, where relevant, for obsolete container formats.
5. Track ongoing work to support compiling departmental statistics.
6. Keep abreast of news and developments in audiovisual preservation, including attending professional conferences.
7. Advise and educate faculty and staff on best practices for preservation and digitization of their holdings.

B. Planning and Management

1. Manage, hire, train, and coordinate work of student employees performing preservation and digitization.
2. Advise on the possibilities, risks, costs, and benefits of preservation options for audiovisual materials.
3. Oversee outsourcing of individual materials and collections to vendors, including gathering quotes, selection of vendor, coordination of shipping and receiving, quality control, and invoicing.
4. Prioritize work by consulting with collection stakeholders.
5. Perform collection surveys to determine preservation needs.
6. Assist in development of metadata protocols.
8. Develop and/or support development of grant applications to fund outsourced reformatting and digitization. Where relevant, administer the awarded grants.

C. Physical Conservation Duties

1. Evaluate the condition of sound recordings, video recordings, and film.
2. Repair (or outsource) damaged recordings prior to digitization, as needed.

D. Technical Duties

1. Maintain audiovisual studios and equipment for current and legacy analog recording formats; including installation, repair, and upgrades.
2. Select and acquire additional audiovisual equipment as needed to ensure ongoing capacity for transfer and digital preservation.

University Minimum Required Qualifications

A master’s degree in conservation or a related field. Three years of related conservation experience beyond the internship level which includes administrative or supervisory experience.

Library Required Qualifications

These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.

- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.

Demonstrated proficiency and capabilities setting up and working with a variety of audiovisual playback devices; with analog/digital converters; and related equipment that comprise audiovisual transfer workstations.

Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.

Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.

Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.

Library Preferred Qualifications

- Experience in using Sound Forge or similar sound editing software.
- Experience with Final Cut Pro or similar video editing software.
- Experience creating custom scripts to automate digitization workflow tasks.
- Experience with relevant free and/or open source tools such as MediaInfo, ffmpeg, QCTools, AV Compass, ffmpegovisr.
- Experience with handling a wide variety of audiovisual formats including analog discs, magnetic tapes, digital files, etc.
- Experience identifying and resolving technical issues that can afflict audio and video signals during the transfer process.
- Experience in handling fragile library materials.
- Previous work experience in an archive, special collections library, or museum.
- Ability to work in dusty environment.
- Ability to lift 40 lbs.

Application Procedures

Interested candidates should review the applications requirements and apply online at

https://staff-emory.icims.com/jobs/28709/audiovisual-conservator/job

Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer.