Audiovisual Preservation & Digitization Lead

Working under the supervision of the Digitization Program Manager, the Audiovisual Preservation & Digitization Specialist will establish a preservation program for the long-term care of the Libraries’ audiovisual collections by developing and implementing policies and procedures and communicating them to key stakeholders. The Specialist will conduct assessments, evaluate resource needs, and establish best practices for housing and treatment of historic AV collections. Lead in the pursuit of AV preservation grant writing opportunities. Coordinate with a variety of stakeholders within the Libraries Special and General Collections, Metadata Initiatives, Archival Technical Services, and IT, to promote preservation of, and access to, the collections. Gather data and report on the status, progress, and outcomes of the program. Serve as the authoritative source of information and guidance for the use of AV materials. Supervise a 1.0 FTE Audiovisual Preservation and Digitization Specialist.

Preservation and Digitization Program Area staff work collaboratively as a team to steward The Ohio State University Libraries collections, harnessing our different expertise and helping each other to reach our full potential, and together ensure the long-term preservation of this vast cultural heritage.

Consistently demonstrates commitment to our values and promote an organizational culture of Discovery, Connection, Equity, Integrity, and Stewardship (https://library.osu.edu/strategic-directions) as well as dedication to advance the work of the Division of Content & Access. All other duties as assigned.

Required Qualifications

- Bachelor’s or Associate’s degree in audiovisual engineering, communications, digital media, or related field, or equivalent combination of education and experience.
- Minimum of 4 years of experience managing the care and use of archival AV materials.
- Demonstrated knowledge of a wide range of audiovisual formats, and of physical conditions affecting feasibility of digitizing various media.
- Experience planning, coordinating, and executing archival digitization projects.
- Excellent written and oral skills.
Excellent organizational and time management skills.
- Ability to work creatively, collaboratively, and effectively both as a team member and independently.
- Ability to lift, move, and arrange up to 30 pounds of collection items, with or without a reasonable accommodation.
- Basic competence with Microsoft Office software applications.

Desired Qualifications
- Master’s in Library & Information Science, Academy of Certified Archivists certification, or related professional degree or certification.
- Two or more years professional experience in an audiovisual library, archive, museum, or other cultural heritage setting.
- Two or more years professional experience using audiovisual digital conversion hardware and software.
- Familiarity with archival description practices and metadata standards.
- Membership and activity in a professional organization such as AMIA, IASA, SAA, or related groups.

Application
Please submit cover letter and resume with the online application at https://www.myworkday.com/osu/d/inst/15$392530/9925$95065.html. The posting will expire in 14 days.

University Libraries is committed to building a diverse, equitable and inclusive environment for people of all backgrounds and ages. We are taking steps to meet that commitment and especially encourage members of under-represented communities to apply, including but not limited to women, people of color, LGBTQ+ people, veterans, and people with different abilities. We know there are great candidates who have backgrounds less traditional to our field of work—if that is you, please apply and tell us about yourself.