

Position Information

Job Category	Professional/Administrative
Position Title	Digital History Project Manager
Requisition Number:	1029
Division/Department:	P/DF-Case Library
Full time/Part Time:	Full-Time
Temporary:	Yes
Skill band/classification:	
Working hours:	Days, some evenings/weekends required.
Job Description	<p>In preparation for Colgate University's Bicentennial, and to preserve our rich photo archives for the future, Colgate announces a new Digital History Project Manager opportunity to draw upon archival resources to tell Colgate's stories and to connect more meaningfully with a wide range of individuals. Primary responsibilities are to contribute to the conceptualization, establishment of system organization, creation and maintenance of an exhibit website. Manage the day-to-day timeline and work flow and lead and coordinate the delivery of digital object projects for the Colgate University Digital History Library. Major duties are to create and manage digital collections, enable and promote their discovery and retrieval, and to insure their preservation.</p>
Essential Functions	<p>Reporting to the Head of Special Collections and University Archivist and working closely with the Bicentennial team, the Associate Director of Library Technology & Digital Initiatives, and Systems Librarian, this individual will:</p> <ol style="list-style-type: none"> 1. Facilitate the definition, idea generation and delivery of web products that link to objectives for creating the Digital History 2. Integrate digital approaches and creative design and produce work plans 3. Collaborate with and coordinate the efforts of the creative team, including researchers, archivists, and librarians with expertise in instructional design, web, metadata, and systems 4. Work with team members to sift through primary resources in a range of formats including print, image and audiovisual materials for digitization, as well as social media objects; digitize, annotate, and otherwise prepare them for the exhibit 5. In coordination with the bicentennial group, assist with the appraisal, selection and editing of digital assets for final display of digital objects 6. Conduct research and fact checking to reference sources and give credit and seek permissions for selected content 7. Utilize project management and systems development best practices throughout the development and production processes 8. Assess, report on, and make improvements in response to user experience of the exhibit and web product 9. Ensure the integrated elements of digital projects come together on time and meet stakeholder expectations for data integrity and product quality 10. Manage vendor relationships, perform quality control on results of digitization work, and monitor project outcomes. 11. Contribute to developing taxonomy and metadata for digital materials. 12. Work with vendors, the University Archivist, Associate Director of Library Technology and Digital Initiatives and Systems Librarian to determine an appropriate digital disposition, storage, and repository solutions.
Additional Essential Functions:	<p>Personal Accountability for Results - Takes responsibility for decisions, performance, and outcomes; behaves in a responsible manner with a positive attitude; shows self-awareness and openness to feedback.</p> <p>Effective Communication - Demonstrates effective written and oral communication skills; shares information and seeks input from others; adapts communication to diverse audiences; protects private and confidential information.</p> <p>Problem Solving and Decision Making - Analyzes and prioritizes situations to identify and solve problems; generates solutions to improve efficiency and quality; involves others in solving problems and making decisions; factors organizational goals into decisions; makes clear, transparent, and timely decisions.</p> <p>Change Management - Responds positively to changing university initiatives and readily adapts behavior to maintain effective performance; understands the long-term direction of the university and can relate this to departmental area; adapts to new</p>

methodologies; identifies and acts on areas where change is appropriate.
 Leadership and Teamwork - Applies skills and knowledge to provide a climate to achieve departmental and organizational success; balances individual and department goals; helps others perform at their best; builds productive relationships to enhance individual and organizational effectiveness; treats others with respect; resolves conflicts among team members.
 Creativity and Innovation - Generates, explores, encourages, and implements innovative ways of creating strategic value for the university, division, department, and individual level; critically assesses the effectiveness of new initiatives.
 Diversity and Inclusion - Demonstrates respect for people and their differences; understands the benefits of a diverse workforce; earns the trust and respect of others; includes and welcomes others; works to understand the perspective of others; promotes opportunities to experience diversity within our community.
 Sustainability - Understands the impact of decision-making and personal behavior in achieving the university's commitment to a sustainable and carbon neutral campus; supports and advances the university's sustainability initiatives; influences others to use sustainable practices.

Qualifications
 (Education and Experience)

1. Minimum of a Master's degree is required.
2. Minimum 2 years of relevant experience, including work with digital emphasis and visual acumen. Experience in the care, handling, and preservation of a wide range of audiovisual media. Demonstrated knowledge of principles and best practices for analog and digital preservation and access.
3. Evidence of successful project management skills.
4. Understanding of databases, working knowledge of digital content formats, and experience working with digital asset and content management systems including Omeka, WordPress or Drupal and web programming languages such as SQL, Java, CSS and HTML. Flexibility to learn new technology and use multiple systems and web applications.
5. Keen attention to detail and strong organizational skills.
6. Excellent written and interpersonal skills, including the ability to communicate effectively about the project with both technical and non-technical staff.
7. Demonstrated ability to work as part of a team.

Additional Preferred Qualifications:

1. A Master's degree in library information science, archival management, digital history, or related field is preferred.
2. Professional experience working in archives, special collections, and/or digital initiatives
3. Experience in the development of exhibits
4. Demonstrated knowledge of at least two of the following metadata standards: MARC, Dublin Core, EAD, METS, MODS.
5. Knowledge of classification standards, authority records, bibliographic standards such as AACR2 or DACS
6. Ability to deliver a positive customer service experience
7. Experience leading digitization initiatives or digital libraries
8. Experience working successfully with persons from culturally diverse backgrounds

Job Open Date 05-19-2016

Job Close Date

Review Begin Date:

Application Types Accepted General Application

Special Instructions to Applicants
 Colgate is committed to responding to the diverse educational needs of our students, and strives to be a community supportive of diverse perspectives, identities, ways of life, and philosophies. Colgate is an EEO/AA employer; women and candidates from historically underrepresented groups are especially encouraged to apply.
 This position has an administrator designation and will be in place throughout the first three years of the Colgate University Digital History Project and may extend beyond that time based on project requirements.

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