

Nasher Sculpture Center

Contract Digitization Technician

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Job Description

The Contract Digitization Technician will report to the Project Archivist and will work closely with various departments within the Center. The Contract Digitization Technician will be responsible for preparing archival materials for digitization, scanning original manuscripts to digital files, manage associated digital files, add metadata, and develop a digitization guide with strategic workflows under moderate supervision. **This position will require experience digitizing analog documents using standards and best practices, identifying metadata, and managing associated digital files.** The various original manuscripts within the Nasher Sculpture Center Archives' supports research in the field of modern and contemporary sculpture. The collection specific to this project consists of various institutional records and press files. The Contract Digitization Technician will be working with a third-party as an independent contractor and not an employee of the Nasher Sculpture Center.

About Nasher Sculpture Center

Located in the Dallas Arts District, Nasher Sculpture Center is a nonprofit, community-supported museum whose mission is to be an international focal point and catalyst for the study, installation, conservation, and appreciation of modern and contemporary sculpture. Since 2003, more than 2 million people have visited the Center's galleries and garden.

The Nasher Sculpture Center Archives is integral to staff's ability to retrieve and discover resources, part of the Archives' mission of documenting and preserving collections while providing accessible resources for scholarly research. In turn supporting the Center's missions to educate & promote modern and contemporary sculpture via exhibitions, programs, events, and publications.

Duties and Responsibilities

- Prepare materials for and perform digitization of various manuscripts.
- Operate and perform preventative maintenance on digitization equipment.
- Perform quality control, OCR processing on images produced, and required correction using appropriate software on digitized materials as required.
- Apply appropriated file formats and compression techniques to optimize storage and retrieval.
- Create descriptive metadata for digitized documents using current metadata standards, and in-house descriptive standards, to facilitate quick and accurate retrieval of specific records within a digital collections' repository.
- Compile basic materials information, tracking time, and work completion statistics, to prepare routine progress reports.
- Assist with systematic organization of the physical items that have been digitized.
- Make recommendations to improve processes and/or procedures.

- In collaboration with NSC staff, develop digitization standards, practices, procedure guidance and workflow documents for digitizing manuscript collections, include gathering and preserving metadata, file naming convention, validating digitization, and rehousing archival materials.

Qualifications

- 1 to 2 years of experience efficiently operating advanced scanning equipment, implementing metadata organization system, and image editing software to convert physical documents into digital formats with OCR
- Demonstrated knowledge or experience working with standard metadata schema and descriptive standards, such as Dublin Core and various subject headings and naming authorities
- Ability to collect, organize, research, and interpret information from various sources to compose descriptive metadata
- Previous experience processing physical or digital archival collections, preferable at a cultural heritage institution, or relevant coursework
- Experience working and reading documents with print and cursive handwriting
- Strong attention to detail, with the ability to recognize, correct, and learn from errors
- Sound judgment to identify and report problems and contribute to resolving them
- Being self-motivated with the ability to work independently and collegially to meet deadlines
- Knowledge of art, architecture, and art history a plus
- Proficiency with Microsoft Office Suite and Acrobat Adobe Pro DC
- Excellent interpersonal skills, able to communicate effectively both in writing and verbally
- Ability to be punctual and manage time for effective project work completion
- Ability to carry out repetitive tasks keeping to exacting imaging standards
- Knowledge of SharePoint and Azure Cloud Storage a plus
- Flexible and adaptable in a non-traditional archival environment
- Familiarity with licensing, rights, and reproductions

Working Conditions Notice

- Work will be performed on site, in a shared office space
- Must be able to lift 40 pounds, perform repetitive physical tasks, sit at workstations for extended periods of time while working on a computer
Reasonable accommodation for standing can be made
- Work environment, when retrieving materials, includes dust and narrow/confined spaces

Compensation

Compensation for this position is set at \$21 - \$25 per hour, commensurate with experience, for 15 – 20 hours per week during normal office hours (9am-5pm, M-F). This is a temporary position requiring an expected term of 12 months, with the possibility of contract extension as the project progresses.

Application Instructions

Please submit a cover letter and resume to:

Christina Dance, Project Archivist

Archivist@nashersculpturecenter.org

Applications will be accepted on an ongoing basis until the position is filled. **However, priority will be given to candidates who apply by the 1st of November.** Finalists may be asked to provide professional references and work samples. A background check will be conducted prior to engaging in a contract.

The Nasher Sculpture Center is an equal opportunity workplace and does not discriminate in the engagement of personal, contractors, or consultants on the basis of race, color, religion, national or ethnic origin, age, sexual orientation, gender identity, marital status, protected veteran status, disability status, or any other characteristic protected by law.