



**Job Title:** Digital History Coordinator

**Reports to:** Story Center Manager

**Job Description:**

The Digital History Coordinator is responsible for active digitization efforts to increase access to the Boyle County Public Library's (BCPL) Special Collections and Archives as well as connecting the community to the tools necessary to digitize and preserve personal, family, and community collections. This position oversees all aspects of the BCPL Story Center's digital initiatives, ensuring that digital collections and digitization equipment are accessible onsite, online, and around the community to fulfill the BCPL Story Center's objective of preserving and sharing stories of local life in Boyle County.

As a member of the Story Center team, the Digital History Coordinator provides local history services, assists with department administration, conducts collections research and exhibition development, facilitates programming, and assists with special projects.

The Story Center is part of the Boyle County Public Library and supports the library's mission by inspiring our local community to engage with the history of the county through individual and community-led material culture preservation efforts, exhibitions, and programming.

**Responsibilities include, but are not limited to:**

- Serve as the lead for all digital collections processes for the Story Center; develop, maintain, and implement systems/processes/workflows for the processing, description, and digitization of materials from the library's Special Collections and Archives, including creating manuals and establishing and maintaining data standards
- Coordinate access to the Onsite Memory Lab and the Mobile Memory Lab; facilitate installation of Remote Memory Lab at the Forkland Community Center and create maintenance plans and digitization manuals
- Assist and instruct patrons in the use of databases, physical and digital collections, and other informational and digitization tools
- In conjunction with the Local History Librarian and the IT Coordinator, implement and maintain digital collections assets and technology (to include – library/museum-specific software and online platforms and computer-based equipment)
- Coordinate system administration with the IT Coordinator and computer maintenance contract vendor as needed
- Create and update metadata for born digital and digitized collection material
- In conjunction with the IT Coordinator, oversee organization of the digital assets server and serve as the point person for the Story Center website content management and server overlap
- Train staff and patrons on procedures related to digital collections
- Maintain updated inventory of Story Center electronic equipment; assess technology needs and prepare a Technology Plan and associated technology budget for the Story Center and explore and recommend how new technologies can be implemented to improve Story Center services
- Coordinate digital projects and initiatives and supervise digitization projects conducted by interns and volunteers
- Develop and lead programs, workshops, and outreach initiatives for a variety of audiences; programming to highlight the digital collection as well as the digitization equipment

- Create digital experiences and exhibitions, and assist with physical exhibition research, design, and installation
- Assist with developing evaluation tools and implementing the evaluation of programs and exhibits as needed.
- In conjunction with the Local History Librarian and the Community History Coordinator, evaluate and recommend appropriate means of storage, organization, digitization, and presentation of local history materials (including the special collections, library materials, subject files, and databases of use to researchers, historians, and future generations)
- Assist with the Story Center's participation in the federal E-Rate program (including reporting requirements)
- Keep and report statistics as required
- Respond to local history and genealogy research questions as needed
- Attend meetings, events, and professional development as required to enhance your knowledge of Boyle County history, digital technologies, and museum best practices
- As a member of the Library staff, work will take place in both the Story Center and the Library's main building, it is necessary to familiarize yourself with all library functions and activities
- Familiarize yourself with the library's special collections and archives
- Open and close buildings and exhibits as assigned
- Ensure a clean and safe environment for all patrons and staff
- Perform other duties as assigned

**Additional Information:**

Full time position (40 hours weekly); non-exempt; requires some evening and weekend hours; requires flexibility in scheduling; requires ability to adapt to a busy, changing, work environment; ability to push, pull, lift, and navigate stairs, and otherwise manipulate sometimes heavy equipment and materials by hand and by cart. Must possess excellent written and verbal communication skills and an ability to interact in a pleasant and effective manner with a diverse group of patrons and staff; requires thorough understanding of library/museum-specific and other software; ability to lead both short and long term projects simultaneously; ability to handle delicate records and materials with care using best practices. Must be a self-starter with the ability to multi-task, problem solve, and prioritize; ability to work independently and as part of a collaborative team. Must pass a background check, must possess a valid driver's license and means of transportation to fulfill job responsibilities.

**Qualifications (Education, Skills, Training):**

Bachelor's degree in history, public history, museum studies, or other directly related field required, Master's degree in history, public history, museums studies, or library science highly preferred. A combination of education and experience with managing or facilitating digital assets and projects and local history collections management and research required. Demonstrated experience managing databases and digital asset management systems and familiarity with digital humanities and digitization methods and equipment necessary to fulfill job responsibilities. Knowledge of best practices for digital access and preservation as well as knowledge of current and emerging trends related to archives and digital collections required.

**Compensation and Benefits:** Base salary \$22.50/hour. Benefits include Health Insurance; Personal Leave and Holiday Leave; Life Insurance; TIAA-CREF retirement plan (matched by the Library) after one year of employment; Optional insurances (paid through employee payroll deduction) include Dental, Vision, Long-Term Disability, and Accident/Critical Illness; Additional Supplemental Retirement plan option (unmatched by Library); Optional Flexible Spending Plan for unreimbursed medical expenses.

The Boyle County Public Library is an equal opportunity employer and is committed to creating an inclusive environment for all employees.

**Application Process and Deadline:** Submit cover letter, resume, and three references to [jobs@boylepublib.org](mailto:jobs@boylepublib.org) by 11:59pm on July 22, 2024. Please enter "Digital History Coordinator" in the subject line.