Archivist

Reports to: VP & Technology Officer
Status: *Exempt, Full Time*

Job Purpose

The Archivist (1) assists the PSO with identification, collection, and preservation of physical and born digital materials and (2) provides digital asset library services to PSO departments. Through its archives, the PSO promotes understanding of its rich heritage by providing and enhancing access to cultural heritage materials in its collections: including documentation of the PSO's artistic achievements, records of the PSO's activities, contributions of individuals who comprise the PSO community, and the registry of Heinz Hall for the Performing Arts. The Archivist organizes, documents, catalogs, and manages all digital assets including images, videos, written content, audio, and interviews.

Essential Duties and Responsibilities

<u>Archives</u>

- Oversee the development and implementation of the institutional archives program including the appraisal, accession, and description of organizational records including oral history recordings, moving image and audio records, concert recordings in analogue and digital formats, programs, posters, photographs, and records of PSO activities.
- Ensure the preservation of the collection through on-site and third-party digitization, environmental monitoring and stewardship, and implementation of a repository for born-digital content.
- Ensure access to archival collections for both internal and external user communities through pro-active partnerships with regional research consortia, development of institutional records access points, and timely and thorough reference service.
- Identify fundraising opportunities and serve as an active participant in efforts to build the archival program, including donor relations for archival accessions.
- Engage the orchestra community and audiences through outreach and education initiatives, including onsite exhibits.
- Develop and implement procedures for managing born-digital and hybrid collections for ingest, storage, preservation, arrangement, description, and access.
- Integrate proper digital forensic tools to help ensure authentic and properly preserved electronic records.
- Perform digital asset lifecycle maintenance including digital archiving and preservation.
- Provide ongoing maintenance and care for the larger collections' digital infrastructure, including digitization, metadata creation, and online discoverability concerns.
- Maintain a Python-based processor tool that helps PSO employees create and submit archival deposits as part of an automated and mediated workflow.

<u>Digital Asset Library</u>

- Develop digital preservation policy and planning, especially as policies are facilitated or enforced via PSO digital asset management system.
- Develop and maintain workflows for digital asset management ingestion, categorization, permissions management, version control, expiration, and delivery to internal and external users.

- Creates, updates, remediates, transforms, imports, and exports metadata for digital objects and collections residing in various library systems and metadata repositories.
- Establish and maintain file-naming conventions and metadata standards across multiple digital asset categories.
- Assist in database migration, including crosswalking data between proprietary system and appropriate archival schemas within public facing repository.
- Define, implement, and manage the full life cycle and distribution of all digital assets.
- Manage the PSO Digital Asset Management System, including managing user accounts, training users on best practices and institutional workflows, and conducting regular reviews for user compliance with institutional practices.

Required Education, Experience and Abilities:

- Master of Library and Information Science from an ALA-accredited library program, with concentration in archives, preservation, and records management.
- Minimum of three years' experience managing archival projects and working with interns.
- Familiarity with ArchivesSpace, Archon, or other relational database software programs.
- Excellent communication skills (written and verbal).
- Familiarity with XML metadata.
- Familiarity with digital asset management systems.

Preferred Experience and Abilities:

- Demonstrated competency with archival description standards including: DACS; EAD; DublinCore; AAT; LOC Authorities.
- Familiarity with digital metadata software (servers and clients) such as: CONTENTdm and HathiTrust.

The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The Pittsburgh Symphony, Inc. recognizes that an individual with a disability may require a job modification/ accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.

The Pittsburgh Symphony, Inc. provides equal opportunity to all qualified employees and applicants for employment without regard to race, color, religion, sex, gender, pregnancy, sexual orientation, gender identity, genetic information, ancestry, national origin, age, physical or mental disability, marital status, veteran status, or any other class or category protected by local, state, or federal law.

To apply, please send a cover letter and resume to hr@pittsburghsymphony.org