



JESUIT[®] ARCHIVES & RESEARCH CENTER

Digital Archives Specialist

The Society of Jesus (Jesuits) mandates and supports record keeping and the maintenance of archives to provide a window into the origins, development, spirit, and charism of the order and its members throughout the world. The Jesuit Archives & Research Center (JARC) serves as a repository of record and houses the collective memory of administrative province offices and the administrative office for the governing body of the Society of Jesus in the United States.

Job Summary

Reporting to the Director of JARC, this hire will join a team preserving and providing access to records. The specialist will continue the creation of policies and procedures to assist in the management of born-digital and digitized records for JARC and serve as a resource for the archives, patrons, and administrative stakeholders.

Immediate goals for the position include building on an existing digital asset management system, processing a backlog of born-digital materials, and evaluating existing digitized materials and guidelines. Daily responsibilities will largely consist of maintaining these systems and processing born-digital materials. The digital specialist will also provide input on, and assistance with, future digitization projects done both in-house and by external teams.

The specialist will possess or demonstrate an ability to attain comprehensive subject-matter expertise in digital archives and strong skills at the administration of records and management programs. The new hire will maintain existing and create new workflows, retention schedules, access controls through personally identifiable information and structural data security, and classification plans.

Duties and Responsibilities

- Manages the lifecycle of born-digital and digitized records by developing, documenting, and implementing digital archiving workflows, procedures, and policies.
- Provides guidance to curators and owners on the preservation and transfer of born-digital and digitized materials.
- Analyzes born-digital content for the presence of personally identifiable information and other confidential and sensitive information.
- Cross-trains and collaborates with the team at JARC on workflows relating to born-digital and digitized materials, including digital archives management and digital preservation.
- Collaborates with IT Directors and other staff in administrative offices in partnership with the Records Manager at JARC to ingest born-digital and digitized materials into archives-controlled preservation storage.
- Travels with the Records Manager (15-20% of time in the first year and 5-10% after) to work with administrative offices in the United States.
- Continues professional development within the archiving community to stay current on best practices and emerging technologies.
- Complete other duties and special projects as assigned.

Required Experience and Skills

- Master's Degree in Library Science from an ALA-accredited institution, a related advanced degree, a Digital Archives Specialist Certificate from SAA (either in-hand or that will be obtained within six months of start date), or demonstrated equivalent experience
- Knowledge of strategies developed or adopted by the archival community for managing born-digital and digitized archival materials which align with OAIS and NDSA standards
- Knowledge of performing digital archives tool-related software installation, updates, and staff training
- Knowledge of tools and software to capture, manage, and deliver born-digital and digitized records and with transferring content from legacy media such as hard drives, flash drives, floppy disks, servers, and zip disks
- Knowledge of digital archiving tools such as BitCurator, ePadd, MediaInfo, Ffmpeg, Exiftool, Siegfried, Bulk Extractor, and third-party APIs for Cloud transfers
- Experience or familiarity with digital archiving systems such as Archivemata, Preservica, Archive-It, DSpace, and ArchivesSpace
- Demonstrated ability to be flexible, to adapt to change, and successfully work in a dynamic environment
- Ability to establish priorities and work creatively in a rapidly changing, complex environment
- Ability to work independently, communicate effectively, and work collectively as a team

Preferred Experience and Skills

- Three years' professional experience as an archivist in an increasingly-responsible position in the management, digitization, and preservation of born-digital and digitized materials
- Experience in performing digital archives tool-related software installation, updates, and staff training
- Experience with tools and software to capture, manage, and deliver born-digital and digitized records and with transferring content from legacy media such as hard drives, flash drives, floppy disks, servers, and zip disks
- Experience with digital archiving tools such as BitCurator, ePadd, MediaInfo, Ffmpeg, Exiftool, Siegfried, Bulk Extractor, and third-party APIs for Cloud transfers

We emphasize that the preferred experience and skills are not all required, and we anticipate helping this future colleague grow into the role. A willingness to learn might be the most important trait someone can bring to this position. The salary range for a candidate with the required qualifications begins at \$50,000. The salary range for a candidate with additional preferred qualifications starts at \$55,000. Full benefits include health and dental insurance, short-term and long-term disability insurance, life insurance, retirement plan, and worker's compensation. To ensure their access to administrative offices and residences for Jesuits, the successful candidate must be fully vaccinated and boosted against COVID-19 and willing to receive boosters as needed.

We welcome applicants from diverse backgrounds, including those with non-traditional paths in archival and library science. Familiarity with Roman Catholicism, the Society of Jesus, or other religious orders is preferred, but not required. Please send a cover letter and résumé with three professional references as attachments on an email with the subject line "Application – Digital Specialist" to Ms. Marilyn Muegge at jaradmin@jesuits.org. The deadline to receive applications is 5:00 P.M. on January 31, 2024.