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## Digital Librarian / Project Manager

### Position Posting

Historic Huguenot Street (HHS) in New Paltz, New York, seeks to fill the position of Digital Librarian/Project Manager (DL/PM). The successful candidate will coordinate and manage the day-to-day workflow of a multi-year digitization project funded by the National Endowment for Humanities. The project focuses on the early documents of New Paltz, an important colonial settlement in New York's majestic and historic mid-Hudson Valley, drawing on HHS own archival holdings, as well as early documents in the collection of the Town of New Paltz, the Reformed Church of New Paltz, and the Haviland-Heidgerd Historical Collection of the Elting Memorial Library. The focus of this job will be to process and digitize specific collections identified in the grant.

The DL/PM will report to the HHS Director of Curatorial and Preservation Affairs (Project Director) and work closely with the HHS Archivist and project partner staff, as needed.

### Duties/Responsibilities

- Manage processing and digitization workflow of grant-selected material.
- Review and update catalogue information for archival items in coordination with project staff.
- Create metadata with input from project staff to enhance searchability and discoverability of collections.
- Coordinate with conservators and digitization vendor selected for the project concerning scheduling of services.
- Keep careful record of transporting collections for conservation and digitization. Work with Archivist to document transport with release and receipt paperwork.
- Ensure back up and redundancy of digital master and derivative files, once received from digitization vendor.
- Export metadata and digital images to CONTENTdm. Compose items into collections and manage quality control. Work with Archivist to approve and index for upload to NYHeritag.org.
- Work with project staff to develop content for website, social media, and press releases.
- Take part in project related meetings. Prepare reports for the Project Director and the Advisory Committee and be prepared to answer questions regarding items included in the project.
- Carry out related project duties as assigned

### Required Qualifications

- Master's degree from, or student in, an ALA-accredited library program with a concentration in archival studies, or other relevant degree with coursework related to archives.
- Experience working in an archive or special collection.
- Knowledge of archival and library metadata standards, best practices, and workflows.
- Experience with Microsoft Excel and other Microsoft Office programs (Word, Outlook, etc.).

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- Knowledge of a collection management system such as Past Perfect.
- Advanced organizational skills and excellent attention to detail.
- Excellent communication skills and ability to work in a team and independently.
- Strong time management skills and commitment to meeting project benchmarks.

**Preferred Qualifications**

- Experience with digital projects in a library, archive, or museum.
- Experience with CONTENTdm or another digital asset management system.
- Experience with Adobe Photoshop Elements and Bridge.
- Ability to read hand-written script and transcribe original documents, as needed.
- Familiarity and interest in early-American history.

**Travel:** The position requires some travel using personal vehicle between New Paltz and Philadelphia to meet with vendors (up to four times per year). These trips will likely be shared with other project staff. A valid driver license and proof of insurance required. Travel costs, meals, and lodging to be reimbursed.

**Physical demands:** The responsibilities of the job will be performed mostly at the HHS site in New Paltz, with occasional trips to nearby partner organizations. The physical demands of the HHS and partner organizations' sites require the ability to walk up and down stairs and ramps and sometimes on uneven ground. The project requires the ability to lift 20 lbs. and otherwise function in a typical office environment.

**Position details:** This grant-funded, three-year position is part-time (24 hours per week, flexible days during weekdays). Compensation is \$2,500 a month. The grant period begins June 2021 and ends May 2024. The position may be extended if additional grant funding allows.

**To apply:**

Applications encouraged by May 1, 2021. In a single PDF file via email, please send cover letter, resume, and list of three academic and/job related references to:

Josephine Bloodgood, Director of Curatorial and Preservation Affairs  
[collections@huguenotstreet.org](mailto:collections@huguenotstreet.org) (no phone calls please)