## Processing and Digital Archivist
## Tufts University

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| **Job Title** | Processing and Digital Archivist |
| **Department** | Tufts Archival Research Center |
| **Institution** | Tufts University |
| | Medford, Massachusetts |
| **Date Posted** | Jul. 22, 2024 |
| **Application Deadline** | Open until filled |
| **Position Start Date** | Available immediately |
| **Job Categories** | Professional Staff |
| **Academic Field(s)** | Library |
| | Curatorial/Archival |
| **Job Website** | https://jobs.tufts.edu/jobs/20733?lang=en-us&iis=Job+Board&iisn=AcademicKeys |
| **Apply By Email** | |
| **Job Description** | |

## Overview

Tufts Archival Research Center (TARC) is the archives and manuscript repository of Tufts University and is open to the public. TARC's team of professional archivists provides stewardship for the Tufts University Archives, nearly three hundred manuscript collections, and other permanently valuable physical and digital archival materials. TARC staff also assist Tufts students, faculty, and staff with recordkeeping activities, through records management and digital library services. TARC's stewardship responsibilities are mandated by the Board of Trustees, as outlined in the University Records Policy. TARC is a unit of Tufts central administration, serving all schools and reporting to the Office of the Provost.

## What You'll Do

The Processing and Digital Archivist is focused on the processing and description of archival collections held within Tufts Archival Research Center at Tufts University. The Processing and Digital Archivist processes, describes and ensures long-term access to archives and manuscript material under TARC's stewardship and, under the direction of the Head of Technical Services, utilizes extensible archival processing practices and executes workflows for productive and sustainable processes, ensuring a user-centered, access-driven approach in all archival processing work. This work will include refining, implementing, and executing processes that enable effective acquisition, appraisal, description, preservation, access to and security of born-digital and hybrid archival collections acquired and stewarded by TARC.

The Processing and Digital Archivist will collaborate with TARC staff in developing new acquisitions and transfer models for managing born-digital content, including post-custodial approaches.   The Processing and Digital Archivist is fully integrated into the functioning of the department and participates in reference and research services and collection management activities involving both digital and analog material.

## What We're Looking For

### Basic Requirements:

- Knowledge and experience as typically acquired through the completion of an ALA-accredited Master's degree with concentration in archives management and 1-2 years of related experience
- Demonstrated knowledge of archival theory and practice, including experience processing analog and digital archival records.
- Knowledge of relevant standards for archival description including DACS, EAD and EAC-CPF
- Knowledge of digital preservation theory and practice.
- Knowledge of strategies and technology developed or adopted by the archival community for managing born-digital archival and manuscript material.
- Excellent supervisory and organizational skills and ability to plan, coordinate, and implement complex projects.
- Ability to work both independently and collaboratively with a variety of staff

### Preferred Qualifications:

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- 1-2 years of relevant experience.
- Experience working in an active university records program.
- Experience with Python, Ruby, or other scripting languages, and experience working with APIs, or aptitude and willingness to develop these skills.
- Experience with tools and systems for digital preservation such Preservica and BitCurator.
- Experience with email processing tools such as ePADD.
- Experience with FTK, floppy drive controllers, write blockers, or other tools related to the transfer of data from physical media

**Working Conditions:**
Occasional exposure to dirt and dust.

**Special Work Schedule Requirements:**
Occasional weekend and evening work required.

**Pay Range**

Minimum $64,550.00, Midpoint $80,700.00, Maximum $96,850.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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