

Publications and Production Coordinator (7458U), Library
Administration - 78110
University of California, Berkeley

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| Job Title | Publications and Production Coordinator (7458U), Library Administration - 78110 |
| Department | Oral History Center |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | May 7, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Library |
| Apply Online Here | https://apptrkr.com/6209073 |

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Job Description

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Publications and Production Coordinator (7458U), Library Administration - 78110

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Oral History Center (OHC) at the Bancroft Library at UC Berkeley documents the history of California, the nation, and our interconnected world by producing carefully researched, video-recorded and transcribed oral histories and interpretative historical materials for the widest possible use. Since its inception in 1953, OHC has carried out interviews in a variety of major subject areas, which include: politics and government; law and jurisprudence; arts and letters; business and labor; social and community history; University of California history; natural resources and the environment; and science, medicine, and technology. Interviews have been used as source material for monographs, books, articles, stage productions, radio programs, video and film documentaries, websites and blogs, and dissertations and theses. OHC has conducted over 5,000 oral histories, which totals tens of thousands of interview hours. Nearly every interview that has been transcribed is available for the public to read on the OHC website: <https://www.lib.berkeley.edu/visit/bancroft/oral-history-center>. Additional information regarding The Library and The Bancroft Library is available on the web at: <http://bancroft.berkeley.edu>

Position Summary

The Publications and Production Coordinator for the Oral History Center (OHC) of the Bancroft Library at UC Berkeley works onsite to manage the production workflow of oral history interviews, which are published as both printed volumes and digital PDFs. The production coordinator tracks interview metadata in databases and spreadsheets for interviews and archives A/V and print materials of oral history interviews. The coordinator works with the UC Berkeley Library to create sustainable, accessible, and discoverable structures for archiving digital materials and is responsible for ongoing work in digitizing A/V from old formats in preparation for archiving with the Library. This role supervises student employees who prepare A/V files for transcription, print orders for bound volumes, and manage

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metadata for archiving of the A/V files of the interviews. The coordinator also supervises student employees who assist interviewers in assembling the components of final interview transcripts and checking for errors.

Application Review Date

The First Review Date for this job is: 05/19/2025. For full consideration, please apply by 06/06/2025.

Responsibilities

- Serves as primary liaison with Library IT in maintaining the OHC website and archiving oral history A/V materials and documents.
- Supervises and tracks the digitization of legacy interviews with student team.
- Maintains and improves databases and coordinates the publication of manuscripts online.
- Submits to the recordings and the transcripts of the interviews to the Library by populating a database with interview metadata.
- Coordinates with Library units on internal best practices and process revisions for archiving A/V to ensure the digital sustainability of the collection.
- Coordinates the digitization of media and legacy media with external partners as needed.
- Oversees interview production from raw transcription to the final edits of the published transcripts.
- Routes editorial tasks to student employees through the editing, writing, review, and distribution phases using an online, shared project-management tool.
- Ensures transcript format standards are followed, and manages the editorial review process according to existing production standards.
- Reviews and suggests revisions to standards and processes as needed.
- Tracks budget expenditures for publication materials such as contract transcription files and printed/ bound volumes with vendor.
- Orders equipment and supplies for staff and office, maintains current equipment, etc.
- Other tasks as determined by supervisor.
- Responds to public requests for A/V files and coordinates with Library.
- Assists with A/V for OHC events, promotions.
- Hires and supervises 4-6 student employees per year, trains them with OHC process documentation, and manages their performance.

Required Qualifications

- Excellent oral and written communication skills, including copyediting, proofreading.

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- Knowledge of applicable A/V and publishing software applications.
- Time and project management skills to effectively establish priorities and meet competing deadlines.
- Strong skills in originating and maintaining databases for desktop publishing and image storage.
- Strong skills in interpersonal communications to interact effectively with a variety of clients, support staff and vendors.
- Strong skills in collaboration to best meet project goals and objectives of clients.
- Ability to handle multiple projects, both large and small, simultaneously.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience with digital archival practices.
- Fluency with Adobe Creative Suite, particularly Premiere Pro; project management software, such as Asana; web content management systems, such as WordPress.

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Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$70,000.00 - \$85,000.00.

How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Other Information

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make

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employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

[U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

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

Contact

N/A

University of California, Berkeley

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