



Archnet Digital Library Content Manager

Specialized Content and Services
(Administrative Staff)

The MIT Libraries are seeking a subject specialist with a background in Islamic art and architecture as well as digital content management to develop the Archnet Digital Library. Archnet (<http://Archnet.org>) is an international online community for architects, planners, urban designers, landscape architects, conservationists, and scholars, with a focus on Muslim cultures and civilizations. A significant component of Archnet is its Digital Library, which contains content that documents work relevant to scholarship in Islamic architecture and planning, including images and planning documents associated with specific sites and projects, and scholarship applied to these areas that is made freely and openly available.

RESPONSIBILITIES: Reporting to the Program Head of the Aga Khan Documentation Center, the Archnet Digital Library Content Manager will be responsible for managing various aspects of the digital library for this online professional/academic community. S/he will participate in building the collection by identifying, evaluating, and acquiring materials including images, digital resources and historic photographs and will archive all original material and all derivatives to the site. The Content Manager will edit, catalog, create metadata and upload materials to the site and will be responsible for acquiring and managing copyright permissions as appropriate. S/he will also report bugs/problems with Archnet to the Site Administrator. S/he will prioritize and coordinate various digital projects such as scanning, uploading, and cataloging; managing workflows, tracking progress and managing deadlines. The Content Manager will play an important role in supporting digital scholarship, working closely with various and diverse colleagues at MIT, the Aga Khan Trust for Culture and the Aga Khan Program in Islamic Architecture Documentation Center at Harvard University. S/he will be expected to keep current with and develop his/her knowledge of emerging technologies and trends in the community.

QUALIFICATIONS: Required - Advanced degree (Master's level or higher) in the history of art and architecture related to the study of the Islamic world, or the equivalent combination of education and/or experience. Master's degree in library and/or information science or equivalent experience. Research, writing, and/or copy-editing experience. Familiarity with architectural description and/or some editing or curatorial experience. Reading knowledge of at least one Middle Eastern language (Arabic, Persian, Turkish). Expertise in image metadata standards and online data creation and access. Computer skills including facility with databases and digital image file management. Excellent communication and interpersonal skills including demonstrated ability in working successfully within a diverse community. Strong organizational skills with proven ability to manage projects and competing priorities, to adapt to change, and to work successfully in a fast-paced, dynamic environment. Strong analytical and problem-solving skills with ability to be flexible, collaborative, and to work across organizational boundaries. Highly desirable - Working knowledge of western European languages. Knowledge of the contemporary field of Islamic art and architecture historical study and its constituents. Knowledge of other archival collections projects related to visual culture and history of the Middle East. Ability to write, research, and communicate with donors in multiple languages. Experience working with an online professional/academic community. Two or more years related professional library experience.

SALARY AND BENEFITS: \$51,000 minimum. Actual salary commensurate with qualifications and experience. MIT offers excellent benefits including a choice of health and retirement plans, a dental plan, and tuition assistance. The MIT Libraries afford a flexible and collegial working environment and foster professional growth of staff with management training and travel funding for professional meetings.

APPLICATION PROCESS: Apply online at: <http://hrweb.mit.edu/staffing/>. Please include cover letter, resume, and contact information for three references. Review of applications will begin immediately and continue until

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position is filled. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates.

Through a culture that encourages innovation and collaboration, the MIT Libraries are redefining the role of the 21st century library – making collections more accessible than ever before, and shaping the future of scholarly research. Library staff, at all levels, contribute to this spirit of innovation and to the mission of promoting learning, discovery and the advancement of knowledge at MIT and beyond. “[Reinventing the Research Library: The MIT Libraries in the 21st Century](#)” is a short video that looks at how the Libraries are expanding beyond their traditional role to shape 21st century research library --creating innovative services, reaching out to students and faculty, and leading efforts to increase global access to MIT’s scholarly work.

The MIT Libraries support the Institute's programs of research and study with holdings of more than 2.9 million print volumes and 3.1 million special format items, and terabytes of MIT-owned digital content. In addition, rare special collections, Institute records, historical documents, and papers of noted faculty are held in the Institute Archives and Special Collections. Library resources and services are accessible to students and researchers through the Libraries’ website (<http://libraries.mit.edu/>), and library spaces are widely available for both collaborative work and quiet study. Traditional library resources are supplemented by innovative services for bioinformatics, GIS, metadata, social science data, and research data management services, as well as multimedia facilities and services for video production, conferencing, webcasting and distance education. The Libraries utilize the Ex Libris Aleph system for its public Web-based catalog and as the support system for user service and processing functions. DSpace@MIT, a digital repository developed over the past ten years by the MIT Libraries, serves to capture, preserve and communicate the intellectual output of MIT's faculty and research community. Other MIT repositories include: Dome, a second DSpace instance, providing access to a sizable image collection and other digital collections owned by the MIT Libraries; the MIT Geodata Repository for a diverse collection of GIS Data; and MIT’s DataVerse for licensed social science datasets. MIT Libraries maintain memberships and affiliations in arXiv, Association of Research Libraries, the BorrowDirect group, the Boston Library Consortium, DDI Alliance, DuraSpace, HathiTrust, CLIR/Digital Library Federation, the Coalition of Networked Information, EDUCAUSE, North East Research Libraries, OCLC Research Library Partnership, ORCID, and Portico.

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