

Digital Institutional Repository Archivist

California College of the Arts, Oakland Campus

Full-Time, (37.5 Hours/Week), Exempt

Job #1990 April 2010

About California College of the Arts

Founded in 1907, California College of the Arts (CCA) is noted for the interdisciplinarity and breadth of its programs. It offers studies in 20 undergraduate and seven graduate majors in the areas of fine arts, architecture, design, and writing. The college offers bachelor of architecture, bachelor of arts, bachelor of fine arts, master of architecture, master of arts, master of fine arts, and master of business administration degrees. With campuses in San Francisco and Oakland, CCA currently enrolls 1,800 full-time students. Noted alumni include the painters Nathan Oliveira and Raymond Saunders; the ceramicists Robert Arneson, Viola Frey, and Peter Voulkos; the filmmaker Wayne Wang; the conceptual artists David Ireland and Dennis Oppenheim; and the designers Lucille Tenazas and Michael Vanderbyl. For more information about CCA, visit www.cca.edu.

Summary

The Archivist of CCA's Digital Institutional Repository is responsible for collecting and maintaining digital assets that document the creative and intellectual output of the college. The Archivist coordinates receipt of digital assets from academic departments, supervises processing of digital files, maintains organization of the files, performs or supervises assignment of metadata, and participates in the development of user access modalities. The Archivist will also assist with digitization of materials in the college archives.

Report to: Director of Libraries

Department: Libraries

Responsibilities

- Manage the day-to-day operation of the digital institutional repository.
- Design and implement production workflows for digitization and metadata application.
- Following collection policies developed by the college, assist academic departments in selecting appropriate materials for inclusion in the repository.
- Following procedures established by the Libraries and Educational Technology, advise academic departments of formatting, transmittal, and metadata requirements for assets to be deposited.
- Maintain file organization and backups on servers and other storage media.
- Oversee assignment of metadata; includes cataloging assets, supervising cataloging by students or interns, and performing quality control for metadata submitted by departments and other end users.
- Recommend and help develop interfaces to enable students and faculty to access assets in the repository.
- Plan and budget for large retrospective deposits of digital assets.
- Plan and budget for digitization of materials in the college archives, including photographs, ephemera, periodicals, theses, and other historical documents.
- Keep an up-to-date profile of repository holdings, and maintain documentation of policies and procedures.
- Supervise students and/or interns.
- Provide progress reports to library staff, faculty, and college administration; make recommendations for improvements or enhancements.
- Perform other duties as assigned.

Minimum Qualifications

Master degree in library, archives, or information studies; or bachelor degree with formal training in an archives, information, or records management program. Prior successful experience managing digital files for a large organization strongly preferred. Excellent written and oral communication skills, good time management skills, advanced organizational ability, and a public service orientation. Must have demonstrable knowledge of digital conversion and file transfer techniques, digital asset management software, digital preservation methods, Adobe Creative Suite, and metadata and archival file standards. Knowledge of MySQL and PHP helpful, but not required. Should be comfortable working in an art and design school environment and have an understanding of the academic needs of students and faculty.

Salary: \$40-50,000 / annually commensurate with experience and qualifications, and includes a comprehensive benefits package.

Application Instructions

Applicants are invited to submit a letter of interest, resume and the names and telephone numbers of three professional references to:

California College of the Arts
Human Resources (Job #1990)
5212 Broadway Oakland, CA 94618-1487
fax 510.594.3681
employment@cca.edu

Application Deadline: Applications received by June 11, 2010, will receive priority consideration. Screening begins immediately and will continue until the position is filled. NOTE: If you wish to be notified of the status of your application for this position, please provide a current email address on your resume or cover letter.

CCA is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.