

Database/CMS Specialist

About Dumbarton Oaks

Dumbarton Oaks Research Library and Collection is an institute of Harvard University dedicated to supporting international scholarship in Byzantine, Garden and Landscape, and Pre-Columbian studies through fellowships, meetings, exhibitions, and publications. Located in Washington, D.C., Dumbarton Oaks welcomes scholars to consult its books, images, and objects, and welcomes the public to visit its garden, museum, and music room for lectures and concerts.

The Dumbarton Oaks public website makes information available to the general public and to a more focused audience of scholars and researchers. Users can check the website for information regarding the museum, gardens, and public events such as lectures and concerts. The website also offers a large array of resources and research tools for staff and scholars. We are establishing a new content management system (CMS) using Plone and other web applications to help us improve upon these functions and to expand the availability of our assets to scholars and academics worldwide.

Position

Dumbarton Oaks is increasing the online accessibility of its diverse collections and publications. To further this exciting endeavor, we are looking for a Database/Web Specialist to collaborate with the web team, staff, and scholars to improve existing technical infrastructure through database and web application development and maintenance. He or she will plan, develop, implement, and maintain databases and will migrate data and digital assets into the CMS, ensuring that content is maintained in a clean and consistent fashion. The incumbent will also work with the web team to establish content management protocols and to provide guidance to departments and staff as they define and execute their individual web publishing projects. The incumbent will help the web team to develop strategies for supporting the Dumbarton Oaks website, web applications, staff intranet tools, and scholarly digital publishing projects.

Specific Tasks

- Plan, develop, and implement new databases and assist in web application development in close collaboration with the web developer and other staff members.
- Configure, optimize, convert, and/or support existing databases and CMS (for instance Filemaker Pro and EmbARK).
- Analyze and define the importing and exporting of data to and from disparate systems and the new CMS (Plone).
- Work with the web developer to ensure functional and stable APIs with the CMS and other web applications.
- Work with other staff members to establish security administration, backup and recovery systems, workflow, and revision control.
- Work with staff and scholars to help to ensure smooth transition to new CMS.
- Interface with the open-source software community by participating in forum discussions, submitting bug fixes, where appropriate, and contributing to open-source platforms.
- Assist with installation, configuration, maintenance of, and user support for, the CMS and a variety of web applications, including wikis, newsletters, staff intranet tools, online exhibitions (Omeka), etc.
- Collaborate with the web team to research, evaluate, select, and implement software to support web initiatives.
- Thoroughly test new applications, and migrate and upgrade existing applications, as needed.

Required Qualifications

- Bachelor's degree, preferably in computer science or a related field.
- Good communications skills, as the incumbent will work collaboratively with diverse staff and scholars with varying degrees of computer literacy.
- Experience with the design, implementation, and administration of relational databases and content management systems.
- Experience working in an academic environment.
- Experience with modeling tools and UML.

Qualifications considered a plus

- Familiarity with the following:
 - Plone and the underlying DBMS and programming language (ZODB/Python)
 - OOD/OOP methodologies
 - The programming language PHP
 - Eclipse, SVN, or Bazaar
 - XHTML/XML, CSS, and JavaScript (jQuery)/AJAX
- Experience building software on top of open-source platforms and contributing to open-source communities.
- Knowledge of current digital library technologies, standards, and best practices.

Reports To:

Kathleen Sparkes; Publications Manager, Dumbarton Oaks

Salary:

Salary Range \$45-55K-based on experience; this full time position also includes the complete array of benefits offered staff

Category:

This position is a term appointment for a period of three years with the possibility of renewal at the end of the three year period.

Physical Requirements:

The physical demands of this position relate primarily to an inside office environment and may include standing, sitting, keyboarding, speaking and listening. The incumbent will be working at a computer station and should therefore have appropriate visual acuity and have the ability to sit for long periods.

Applications: Open Until Filled

Please forward resume and letter of application detailing relevant qualifications to jobs2011@doaks.org or fax to 202-337-5940 or send to:

Dumbarton Oaks Research Library and Collection

Attn: Human Resources

1703 32nd St, NW

Washington, DC 20007

Dumbarton Oaks is an Equal Opportunity Employer, EOE.