

Metadata and Cataloging Specialist, Image Collections & Fieldwork Archives Dumbarton Oaks

About Dumbarton Oaks and ICFA:

Located in Georgetown in the Washington, D.C. area, Dumbarton Oaks Research Library and Collection is an institute of Harvard University dedicated to supporting scholarship internationally in Byzantine, Garden and Landscape, and Pre-Columbian studies through fellowships, symposia, exhibitions, and publications.

The Image Collections & Fieldwork Archives (ICFA) is located in the Library building (<http://www.doaks.org/library/icfa.html>). ICFA supports scholarship in Byzantine, Pre-Columbian, and Garden and Landscape studies by acquiring, organizing, preserving, cataloging, and providing access to images in various media; documentation, both textual and visual, of archaeological surveys and excavations; and papers of noteworthy scholars in the three disciplines. The Byzantine collection of ICFA includes approximately one-half million photographs in different formats as well as fieldwork papers and records.

Reports To: Shalimar Fojas White
Manager, Image Collections & Fieldwork Archives

Grade: 55

Function:

Dumbarton Oaks is seeking a Metadata and Cataloging Specialist for its Image Collections & Fieldwork Archives. The position is a limited term appointment of two years, with the potential for renewal. Reporting to the Manager of the ICFA, the Metadata and Cataloging Specialist will work closely with the Byzantine Assistant Curator and the Archives Specialist to provide greater access to ICFA's holdings by establishing intellectual control over its multi-media collections. For this position, Dumbarton Oaks seeks a collaborative, user-focused information professional dedicated to providing access to analog and digital collections through metadata creation and data management. The Metadata and Cataloging Specialist will play a leading role in devising and implementing metadata migration strategies associated with ongoing digitization efforts.

Key Responsibilities:

In collaboration with ICFA staff, the Metadata and Cataloging Specialist will:

1. Assess the collections and associated legacy metadata in order to update existing inventories of ICFA's holdings and aggregate them into a single data repository.
2. Develop methods for manipulating and repurposing legacy data from existing analog inventories, spreadsheets, and relational databases (MS Access, EmbARK, FileMaker Pro, etc.) and coordinate the cross-walking of metadata between formats and systems.
3. Perform original and complex copy cataloging, subject analysis, classification, and authority control work according to researchers' needs and established bibliographic

standards and metadata schema, e.g. MARC, Dublin Core, EAD, VRA Core, CDWA Lite, etc.

4. Create and maintain documentation for local procedures and standards for metadata creation and provide guidance and training to ICFA staff on the use of cataloging tools and data entry.
5. Evaluate existing databases and cataloging tools (including EmbARK and Harvard University Library's OLIVIA cataloging system) and recommend relevant applications, tools, systems, and metadata schema to broaden access to ICFA's collections through online search and display.

In addition, the incumbent will:

6. Participate in the planning and implementation of digital projects as they pertain to cataloging and metadata creation.
7. Train one or more student interns in cataloging and supervise their work.
8. Provide reference services and provide administrative support as needed.
9. Other related duties, as assigned by the ICFA Manager.

Qualifications:

Requirements

- Master's Degree in Library/Information Science from an ALA accredited school with a concentration or formal coursework/training in cataloging and metadata.
- One or more years of professional experience with cataloging and metadata creation in an academic library, archive, special collections, museum, or comparable environment.
- Experience cataloging photographic and/or visual resources collections.
- Demonstrated knowledge of descriptive and structural metadata standards, e.g. MARC, Dublin Core, EAD, VRA Core, CDWA Lite, etc., and data content standards, e.g. AACR2, DACS, CCO, etc.
- Working knowledge of cataloging principles, standards, and tools, as well as an understanding of controlled vocabularies, taxonomies, and thesauri, such as the Getty Research Institute's AAT, TGN, and ULAN.
- Demonstrated organizational, analytical, and problem-solving skills, with attention to detail and a high level of accuracy.
- Ability to work independently and collaborate with other team members in an academic setting.
- Excellent interpersonal skills, with demonstrated ability to communicate effectively, both orally and in writing.

Preferred

- Graduate or undergraduate degree or coursework in Art History, Archaeology, Architecture, History, Medieval Studies, or Classics.
- An understanding of archival principles and practices and familiarity with metadata creation for archival and special collections materials.
- Reading knowledge of one or more of the following languages: Modern Greek, Turkish, Russian, Serbo-Croatian, Italian, French, German, or Arabic.

- Interest in metadata issues, emerging technologies, and an aptitude for developing web-based applications to support digital humanities research.

Physical Requirements:

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

Compensation:

Final salary will be determined by education, experience, and skill sets. The range for this position has been established at \$41K-45K.

Benefits include medical, dental, vacation leave, and retirement benefits.

Collegial environment in beautiful Georgetown location with free parking or commuting subsidy provided.

To Apply:

Please send resume and letter of application detailing relevant qualifications to jobs2011@doaks.org or fax to 202-337-5940. The position remains open until filled.

Human Resources
Dumbarton Oaks Research Library and Collection
1703 32nd Street, NW
Washington, D.C. 20007

Dumbarton Oaks is an Equal Opportunity Employer (EOE).