



Name:

Job Title: Digital Archivist

Reports to: Head of Library and Archives

Organizational Level: Research & Collections

PD Prepared by: Cheri Daniels

Department: Kentucky Historical Society

Class Title: KHS Archivist II

Division: Research & Publications

Position Number: 31123900

Position Type: Full-time, Non-exempt

Hire Date:

The Digital Archivist will work to fulfill the mission of the Kentucky Historical Society as well as to help their colleagues throughout the organization succeed. The position plays an integral part of the Collections team. The Digital Archivist is responsible for the digital materials given to and created by the Library and Archives department, including the creation of metadata records and for advising on policies regarding the creation, storage, preservation, organization, description, and access to these materials. The Digital Archivist is responsible for initiating and maintaining outreach, reference, and collection development activities for the Archives in the area of digital archival collections related to regional history/culture, and programs of the Kentucky Historical Society. This includes preserving KHS digital/archival collections through digital stewardship, digitization projects, and serving as development liaison for KHS online programs.

The Kentucky Historical Society (KHS) is many things: a library, a museum, an educational institution, a research center. We oversee three historic sites and protect a treasure trove of documents and artifacts for the public. But at the heart of it all, we are a network of people dedicated to preserving and exploring Kentucky's rich and fascinating past and then using the power of history to improve life today.

The KHS mission is to educate and engage the public through Kentucky's history in order to meet the challenges of the future. As a team member at KHS, you play a significant role in supporting our success and the relevance of history.

Essential Duties and Responsibilities:

- Plan and implement KHS Digitization Program projects
 - Coordinates the archival team in the identification, planning, and on-time completion of digitization projects.
 - Follows national digitization standards and best practices for digital collections access. Trains staff, interns, and volunteers in accordance with these standards.
 - Designs and implements volunteer/intern digital project tasks – including cataloging, digitization procedures, metadata schemas, and workflows. Coordinates with the KHS Volunteer Coordinator to identify and recruit volunteers.
 - Research current trends in cataloging, metadata schemas, and information-seeking behaviors to provide patron-centered digital access.
- Maintains and improves digital access to KHS collections
 - Provides stewardship for KHS Archival/Digital Collections through recognized digital preservation standards and best practices, including born-digital collections and preservation master files.
 - Maintains regular data migration schedules and support. Coordinates storage/access vendors to monitor storage space allocation and implement software updates.



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- Actively works to collect and recommend the acquisition of materials that support KHS's collecting plan. Initiates and perpetuates collection development activities by maintaining donor contacts, conducting field surveys, appraising potential collections, and acquiring/accessioning collections that meet the department's collection development policies.
- Researches contextual background of collections and understands their place in Kentucky history and material culture.
- Provides specialized support services for KHS staff and patrons
 - Provides excellent customer service to patrons via assistance and troubleshooting for digital access issues and Rights and Reproductions support.
 - Staffs the KHS library reference desk to assist patrons with research and provide access to KHS collections. Provides excellent customer service to patrons via research assistance for inquiries: mail, online, email, on-site, etc.
 - Coordinate training of KHS staff and volunteers on the use of the patron side usage of KHS digital resources and the best practices for assisting them in their search for digital resources.
 - Works with the State Records Officer for KHS within the KDLA Records Retention Schedule system to ensure KHS's adherence to required retention policies regarding digital material and electronic records.

Qualifications:

Education/Experience – Master's degree in Library Science, Information Systems Administration, or in a related field. Two (2) years of experience working with automated access systems in a library or archival setting.

Communication – Must possess excellent writing and public presentation skills, especially with diverse audiences in both formal and informal settings.

Computer Skills – Demonstrated knowledge of library information technology standards, protocols, issues, and trends. Proven knowledge of library management software and systems, and collections management systems (OCLC, ContentDM). Experience in developing and implementing web and database applications.

Special Requirements – Knowledge of Kentucky history. Experience working with diverse community organizations and volunteers. Adherence to professional codes of ethics, collections care best practices/standards, and involvement in field-related organizations.

Working Conditions:

- *Work Environment* – Must have strong organizational skills. Must be able to manage multiple projects from concept to completion with the highest attention to detail. Must be able to self-regulate work rate and complete multiple assigned tasks accurately and efficiently. Must be willing to occasionally travel to off-site programs/events, work some evenings, and weekends. Must possess a valid driver's license.



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- *Physical Demands* – Must be able to lift materials of up to 25 lbs. Must be able to safely handle fragile archival materials. Must be able to remain stationary (sitting or standing) for long periods.

Competencies/Behavior Dimensions:

- *Passion for Kentucky history:* Passion for the KHS mission and core values: service, discovery, excellence, authenticity, stewardship. Possess the ability to communicate this passion to others.
- *Embrace Diversity:* Commitment to inclusiveness and empowerment.
- *Behave Ethically:* Understand ethical behavior and KHS Policies and Procedures and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- *Communicate Effectively:* Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- *Creativity/Innovation:* Develop new and unique ways to improve the operations of the organization and to create new opportunities.
- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Lead:* Positively influence others to achieve results that are in the best interest of the KHS.
- *Make Decisions:* Assess situations to determine the importance, urgency, and risks and make clear decisions that are timely and in the best interests of the KHS.
- *Organize:* Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- *Plan:* Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- *Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- *Build relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the KHS.
- *Focus on client needs:* Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- *Professional Development:* Actively participate in agency-approved internal and external professional development events, as needed or directed by the supervisor.

Direct Reports:

None.