

Position Announcement (27 November 2018)

**Director
California Revealed Project**

(Sacramento, CA: full-time position; **application deadline 31 January 2019**)

Project Description

In partnership with over 200 California libraries, archives and history museums, [California Revealed](#) (CA-R) is a multi-year project providing digitization, digital preservation, and online access to books, documents, photographs, audiovisual recordings, and ephemera that tell the incredible stories of the Golden State.

The California Revealed Project gathers best archival practices for digitization and digital preservation, establishes low-cost, practical standards, and then manages digitization, online access, and digital preservation activities on behalf of Project partners. Free public access to the online collections is provided via the California Revealed [web portal](#) and the Internet Archive. In addition, records are shared with [Calisphere](#), [WorldCat](#), and the [Digital Public Library of America](#).

CA-R is grant-funded by the California State Library. Project operations are located at the California State Library in Sacramento.

Position description

The Director is responsible for supervising and training staff, providing overall direction within a collaborative environment, managing and maintaining the Project's standards and digitization workflow, and ensuring long-term access to the California Revealed collection. The Director reports to the State Library Development Services Bureau.

Primary duties and responsibilities

- Provides full-time, onsite leadership and direction for CA-R, including establishing goals and objectives for a project growing in scope and scale.
- Communicates the CA-R vision to multiple communities that benefit from and fund the project.
- Builds and encourages use of the California Revealed collection.
- Plans and manages the budget in support of Project activities. Identifies potential grant resources and develops grant proposals to help grow the Project.
- Manages outsourcing contracts for services, including digitization and DAMS development and hosting.

- Supervises 7 professional staff (including hiring and training as needed). Effectively coaches, delegates and empowers team members to make independent decisions at appropriate operational levels and holds team members accountable.
- Leads the Project staff by example: solving technical and workflow problems, establishing workloads and procedures, delegating responsibility, providing guidance and direction, monitoring and evaluating performance, coaching and counseling.
- Develops and delivers partner education and training to support collection care and greater, sustainable participation in the Project.
- Performs other duties as assigned by Project advisors.

Required Capabilities and Experience

- Master's degree or equivalent in a relevant field
- 5+ years of experience managing digitization workflow activities.
- Demonstrated experience both working effectively with a team to plan and complete projects and providing leadership and supervision in professional settings.
- Excellent organization skills and effectiveness in balancing multiple assignments.
- Ability to thrive and lead during rapid organizational change.
- In-depth knowledge of digital formats, digital curation, and digital preservation standards and workflows, and an understanding of emerging trends and concepts related to digital use.
- Experience with quality assurance and control procedures for digitized archival materials, including manuscripts, photographs, and audiovisual materials.
- Working knowledge of library and archives preservation principles, including digitization and metadata standards for long-term preservation and access.
- Familiarity with archival arrangement and description. Knowledge of current and emerging library information standards such as Machine Readable Cataloging (MARC), PBCore, Dublin Core, Metadata Object Description Schema (MODS), Encoded Archival Description (EAD), and various thesauri for cataloging.
- Familiarity with digital asset management systems and repositories.
- Familiarity with digital preservation storage solutions.
- Excellent analytical, documentation, and written/verbal communication skills. Detail oriented.
- Ability to articulate complex technical concepts to non-technical audiences; patience for training and support.
- Ability to travel throughout California to deliver talks and workshops and advocate Project services.
- Basic competence with MS Office applications in Microsoft and Mac environments.

Preferred Capabilities and Experience

- Experience managing large-scale digitization operations with several staff.
- Interest in California history.
- Experience with Drupal, Fedora, and Solr (Islandora is the project's digital asset management system).

- Experience with Adobe Photoshop, Adobe Premiere Pro, and Adobe Audition (for quality control).
- Experience processing archival collections and/or cataloging in libraries.

Compensation

\$80,000 - \$120,000 per year, annual contract. Position starts October 1, 2018 or as soon thereafter as possible. Subsequent contracts dependent upon available funding.

Please send a resume and cover letter to:

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