

## **Job Announcement**

**The Archives of the Episcopal Church  
Digital Archivist and Electronic Content Manager  
Posted: June 23, 2011 (open until filled)**

### **Position Summary**

Digital Archivist and Electronic Content Manager is responsible for leading the development of digital content and web-based delivery systems for the historical records of The Archives of the Episcopal Church and working with other curatorial staff to receive, organize, and manage the Church's electronic records. The archivist for this area will collaborate to create born-digital documents for Church-wide access, preferably in open source formats, and to convert electronic and paper-based records to searchable online data sets. The individual will also define and develop industry standard descriptive data and metadata for archival preservation and digital data/document persistence. The Digital Archivist assists in shaping the Archives' online presence and strategic marketing to Church audiences.

The archivist for this area will draw upon existing industry and archival standards to develop best practices approaches for preserving archival records and their representations in electronic form. He or she will develop a variety of new content management projects and expand the reach of information delivery systems currently in place. Existing digital offerings utilize standard document encoding languages and data formats such as XHTML/CSS2, XML, PDF/A, and are based on open source tools using the LAMP platform. We prefer knowledge of common archival tools such as DACS and EAD, although standard CMS and cataloging software will be more useful, and a theoretical understanding of archives will be expected to guide much of the strategic planning in this area of evolving technology. This position assists the curatorial staff in establishing standard operating procedures for internal controls and producing thoughtfully designed interfaces for client use of digital content. For more information, please consult [http://www.episcopalarchives.org/DigitalArchJobDesc\\_06-23-2011.pdf](http://www.episcopalarchives.org/DigitalArchJobDesc_06-23-2011.pdf)

### **Qualifications**

The Archives operates on a project management basis: progress hinges on staff consensus, in-house quality control, and co-worker accountability. It is an essential job requirement to demonstrate from experience that colleagues, clients, and contractors are critical to maximum successful work outcomes. Applicants must have more than the usual communication skills in the areas of speaking, presentation of self, and persuasion.

The ideal candidate will have an advanced degree and certification in a relevant field of information management or services, 2 to 4 years of related professional work experience, of which 1 to 3 years includes digital archives or content management. One is not expected to be proficient in all areas of information management and technology; however, the preferred candidate will be competent in a majority of the following areas: archival resource management, information systems competence, project management, documentation analysis, web content management and design, business process and systems analysis, and authentic data transfer and storage protocols.

### **Employment**

The Archives of the Episcopal Church is the central historical records repository and records management agency for the Church's General Convention and its corporate body, the Domestic and Foreign Missionary Society (Society). The Society is an affirmative action /EEO employer. The Digital Archivist and Electronic Content Manager works in the Archives' Research Office in Austin. Salary and benefits are competitive. Minimum hiring salary is \$60,000 negotiable depending on experience.