

PART-TIME OPPORTUNITY**HIP HOP ARCHIVIST****LOCATION: CENTRAL****DUTIES AND RESPONSIBILITIES:**

The Part-Time Hip Hop Archivist is responsible for producing original and copy cataloging for the library's digital and physical collections in a variety of formats, with an emphasis on the library's oral history collections. Duties will include audio and video editing, web archiving, as well as metadata creation for new and legacy photos, documents, ephemera, and oral history collections, both born digital and digitized. This position will be the point person responsible for the intake of Hip Hop related donations to the library's archival collections and their publication on the library's public portals. Responsible for metadata quality control, database maintenance, and authority control tasks. Contributes to orderly movement of materials through processing workflow. Trains and assists staff members, volunteers, and interns working on digital archives projects.

The Part-Time Hip Hop Archivist will create VRA, and EAD records for archival materials (photographs, manuscripts, oral histories, newspapers, etc.). Searches for records and enhances when needed. Depending upon areas of expertise and existing needs within the division, Metadata Librarians are expected to complete various tasks including the creation of MARC records for serials, monographs, A/V materials, maps, and musical scores. They review work forms and provide necessary training to clerical staff preparing them. They will utilize print and database reference tools to inform decision-making. Database searching and maintenance for bibliographic and authority records. Uploads digital assets and metadata to digital asset management system.

The Part-Time Hip Hop Archivist maintains up-to-date expertise in oral history best practices and the rapidly changing digital archives field, taking a lead on behalf of the library to bring new developments and standards into the library's practices. The Part-Time Hip Hop Archivist will be responsible for the Creation of original authority records including corporate, series title, and place and personal name records. The Part-Time Hip Hop Archivist trains staff, volunteers, and interns as needed on digital archives projects and conducts quality control reviews on completed records, and provides constructive feedback. Assists public contributors with the use of the library's submission tools and in gathering metadata needed to create high-quality records. Performs other duties as required.

POSITION INFORMATION

- ❖ The rate of pay for this position is \$32.36 per hour.
- ❖ This is a temporary grant-funded position through August 31, 2023.
- ❖ Varied schedule with a maximum of 17 hours per week.
- ❖ Part-time positions do not offer any medical or health benefits.

QUALIFICATIONS:

ALA-accredited MLS/MLIS degree required. Previous cataloging experience required, familiarity with VRA Core, EAD, and MARC formats preferred. Experience with archival processing, digital asset management systems, AV editing, and digital preservation is required. Experience with Oral History processing and access tools, and with Adobe and Microsoft Office Suites preferred. Fluency in a second language spoken in Queens is preferred. Able to perform independently, be self-motivated, adapt to constant change, and juggle multiple tasks with a positive attitude. Attention to detail and accuracy. Ability to work well as a team member. Willingness to adapt to new technologies and processes.

ABOUT QUEENS PUBLIC LIBRARY:

Queens Public Library is a national and international leader in the delivery of public library services. Our mission is to transform lives by cultivating personal and intellectual growth and by building strong communities. Queens Public Library welcomes innovators and leaders to contribute to a long history and dynamic future of serving the most diverse county in the United States. Queens Public Library is a private, non-profit corporation with 1,700 employees serving 66 locations.

TO APPLY:

Please submit your resume and cover letter to digitalarchives@queenslibrary.org. Resumes will only be accepted by email.

The Queens Public Library is an Equal Opportunity Employer