

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: ARCHIVAL DIGITIZATION TECHNICIAN

JOB SUMMARY:

The incumbent is required to implement procedures for receiving, documenting and scanning/reproducing records, and digitising archival material in support of the Digitization and Reprographics policies and programmes. Work involves reproducing records in accordance with archival and digital preservation standards.

REPORTS TO:

Archival Digitization Specialist

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Assists in developing guidelines and procedures for receiving, documenting and scanning/reproducing records.
- Assists in preparing documents, books, photographs, etc., for reproduction.
- Reproduces records (master and access copies) in accordance with archival and digital preservation standards, and manages their storage.
- Applies metadata to each digitised item, in accordance with archival and digital preservation standards.
- Updates digitization project worksheets on a timely basis.
- Maintains microfilm records and digitizes as required.
- Maintains quality control and project goals by reviewing work and editing records as required.
- Ensures the proper handling and refiling of archival records.
- Operates scanning, microfilm and other reprographic equipment and conducts routine maintenance as required.
- Trains and guides staff in performing work assignments, as required.
- Performs other related work as required

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of archival, conservation and digital preservation standards.
- Knowledge of principles, tools and techniques required for photography, digital imaging and reprographics, including digitization.
- Knowledge of Information Technology systems and software.

SKILLS AND ABILITIES:	<ul style="list-style-type: none">• Proficiency in the use of Microsoft Office, Adobe Photoshop and Adobe Acrobat.• Ability to quickly learn new software and technology.• Ability to exhibit attention to detail, and consistency during the execution of daily tasks.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none">• CXC certification in five subjects, including Mathematics and English.• Associate Degree, Diploma or Certificate in Photography, Graphic Design, Digital Media, Digitization or related discipline.• Training in reprographic equipment, tools and techniques.• Training in archival and library science will be an asset.• A minimum of two (2) years' experience in executing digitization projects and handling digital assets and reprographic equipment.	