

Helis Foundation Digital Collections Manager

Responsibilities Overview

The Helis Foundation Digital Collections Manager (DCM) for the Jazz & Heritage Archive is a full-time staff member who leads the continued implementation, maintenance, and expansion of the Archive's digital preservation program, started in 2019. The DCM is responsible for managing the acquisition, description, organization, and access of digital materials for the Archive, as well as maintaining the computing and storage systems necessary for the management and preservation of the digital collections.

The DCM also plays a lead role in acquisition of and providing access to the Archive's digital materials; communicates with staff at the Foundation, WWOZ, and Festival Productions to facilitate the delivery of digital materials to network attached storage to ensure digital content is properly preserved and can be accessed appropriately by each entity.

The DCM actively reviews the digital storage infrastructure to reduce risks of obsolescence and failure and verifies the health and attendance of the Archive's digital assets. The DCM works with other Archive staff members to provide efficient and long-term access to the Archive's digital content for identified user communities.

About the New Orleans Jazz & Heritage Foundation Archive

The Jazz & Heritage Archive is in a small Creole Cottage in the French Quarter. About one third of the space is storage and we have six offsite storage areas in three states. There are two full time archivists. The main Foundation offices and the George and Joyce Wein Jazz & Heritage Center, which houses our music school and most public programs are a mile away in the Treme neighborhood. The Foundation is an ambitious organization with lots of programming and active staff who care deeply for the New Orleans artistic and cultural community.

Duties and Responsibilities

- Manage the acquisition, description, organization, and access of digital materials, including born-digital and digitized materials, in accordance with established policies and procedures.
- Collaborate with donors, researchers, and other stakeholders to identify and acquire relevant digital materials, and develop metadata and other descriptive information to facilitate discovery and access.
- Prepare digital collection materials for clients and researchers, including file handling and delivery.

- Support the Archive's three online resources (JFdb, DGI, and Starchive) and serve as point person for the Louisiana Digital Consortium, who administer the Louisiana Digital Library.
- Oversee the ongoing maintenance and preservation of the digital collections, including regular backups, monitoring of data integrity, and adherence to industry standards and best practices.
- Provide technical expertise and support for the computing and storage systems necessary for the management and preservation of the digital collections, including the hardware, software, and networking infrastructure.
- Collaborate with other IT professionals to design and implement efficient and secure storage solutions for the digital collections, ensuring that data is accessible and backed up regularly.
- Develop, update, and implement policies and procedures for the secure handling of digital materials, including data transfer, storage, and access.
- Conduct ongoing research on emerging trends and technologies related to digital collections management and computing/storage systems, and make recommendations for their adoption and implementation as appropriate.
- Manage the budget and resources necessary to support the ongoing maintenance and growth of the digital collections and computing/storage systems.

Additional Tasks

- Work across departments and assets to ensure digital collections are accounted for
- Work collaboratively with Archives staff to create and implement operational procedures
- Assist with researcher and volunteer projects
- Support the goals and initiatives set forth in the 2021-2026 Long Range Plan
- Oversee and perform small-scale, ad hoc digitization projects (primarily audio-visual materials)
- Create compelling and engaging content for social media that promotes the Archive and its diversity of collections
- Assist with the ad hoc inventorying and processing of incoming physical materials
- Participate and contribute to meetings with clients, vendors, and stakeholders
- Contribute to the writing of grants, articles, and other publications that promote the accessibility of the Archive's collections, the Archive itself, and Louisiana music, culture, and heritage
- Represent the New Orleans Jazz & Heritage Foundation at professional conferences, workshops, and webinars.

Required Minimum Qualifications

- Bachelor's or Master's degree in Library Science, Information Science, Computer Science, or a related field. Minimum of 3-5 years of experience managing digital collections, including experience with metadata standards and digital preservation practices.

- Experience managing and administering computing and storage systems, including experience with network and systems administration, backup and recovery procedures, and security protocols.
- Strong analytical and problem-solving skills, with the ability to think creatively and strategically about complex technical issues.
- Excellent communication and collaboration skills, with the ability to work effectively with a wide range of stakeholders, including IT professionals, content creators, and researchers.
- Ability to manage multiple projects and priorities simultaneously, and to work independently and as part of a team.
- Demonstrated proficiency in/ understanding of: technology, systems, and standards (e.g., ISO 14721, ISO 16363, and NDSA Levels of Preservation) necessary for the implementation of a digital storage and preservation program, including effective workflows; working with a variety of digital formats, e.g., image, audio, object, and text; one or more computer scripting languages, e.g., bash, Python, PHP, Windows batch files, or other programming languages.
- Demonstrated knowledge of: in the history, music, and culture of the city of New Orleans and the state of Louisiana; emerging trends and technologies related to digital collections management and computing/storage systems, including cloud computing and distributed storage systems.

Preferred Qualifications

- Experience with managing network attached storage devices such as those designed by Synology and QNAP.
- Expertise with database technologies such as MySQL or PostgreSQL used to store, manipulate, and query structured data.
- Fluency with cloud service providers and digital asset management systems, such as Backblaze, Wasabi, Digital Ocean, Discovery Garden Islandora, and Starchive.
- Broad understanding of technology with the ability to translate business issues and desired outcomes into technical solutions.
- Excellent organizational, analytical, technological, and communication skills.

Salary: Range - \$55k- 69k

Commensurate with experience

Benefits

- Medical, Dental, & Vision Plan
- Life Insurance Plan
- Paid Holidays, Paid Time Off & Sick Time Off
- Retirement Plan
- Paid Parking

To apply, please email resume and cover letter to hr@jazzandheritage.org

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