Digitization Associate - **LA III – Collections**

The MIT Libraries seek a production-oriented person to contribute to imaging activities for digitization. This position provides the opportunity for using and developing technical and library skill sets related to imaging services and digital libraries, and is an excellent opportunity to gain experience in a dynamic academic library setting.

RESPONSIBILITIES INCLUDE:
Under the direction of the Digital Imaging Manager, the Associate works collaboratively with staff within the Imaging unit. The Associate follows best practices for imaging based on the condition of the material and the desired output, while performing digitization of historical or rare materials, which require a high level of care, accuracy, and security. The Associate utilizes multiple types of imaging software such as Capture One Pro, Quickscan, and Silverfast, along with various types of equipment to digitize materials; ex. automatic document feeder, slide/flatbed or digital camera systems; as well as applications such as Adobe Photoshop, Adobe Acrobat, Goobi or PrimeOCR to perform advanced image processing. The Associate may perform post processing tasks such as cropping, embedding metadata and other tasks to prepare files for digital preservation, in addition to Quality Control of both in-house and outsourced projects, verifying that all requirements are met.

QUALIFICATIONS:
Required:
- Two years direct/related experience; post high school education can count toward experience, which provides understanding of digital imaging, scanning and working with cultural heritage materials.
- Technical experience with digital imaging equipment (especially digital cameras) and related Windows-based and Mac OS software applications such as Adobe Acrobat Professional, Adobe Photoshop, Microsoft Excel.
- Aptitude for accurate, detailed and quantitative work.
- Strong organizational, analytical and problem-solving skills. Strong communication skills, both verbal and written.
- Work may require moving objects weighing 10 to 20 lbs.

We expect the candidate to be stronger in some qualifications listed above than others; we are committed to helping our future colleague expand their skills, as well as learning from their areas of strength.

Preferred:
- Robust understanding of digital imaging technologies and standards, including scanner technology, digitization workflows, imaging system troubleshooting, digital photography or image analysis and processing software.
- Experience in a library, higher education, or cultural heritage setting
- Experience with Capture One Pro imaging software or Adobe Lightroom.

HOURS: 35 hours per week. Monday – Friday, between the hours of 9:00 a.m. – 6:00 p.m. (schedule to be determined - some flexibility in scheduling is possible)

HOURLY RATE AND BENEFITS: The pay range is as follows:

Min: $23.77	Mid: $33.38	Max: $42.98

Actual based on qualifications and experience. MIT offers excellent benefits including a choice of health plans, a dental plan, tuition assistance and fully subsidized MBTA passes for local bus and subway service. The MIT Libraries affords a flexible and collegial working environment and provides opportunities for training and skill development.

This is a union position. Employees working in this position are covered by the collective bargaining agreement between the MIT Libraries and American Federation of State, County and Municipal Employees Council 93. Provisions related to wages, benefits and other terms of employment are contained in the agreement. Any questions regarding the agreement should be directed to lib-hr@mit.edu

APPLICATION PROCESS: Apply online at: https://hr.mit.edu/careers applications must include cover letter and resume. Priority will be given to applications received before September 1st, 2023; position open until filled.

ABOUT THE MIT LIBRARIES:
The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 152-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.

BACKGROUND CHECKS:
Employment is contingent upon the completion of a satisfactory background check

VISA SPONSORSHIP: MIT sponsors visas only for certain academic and research positions. MIT does not sponsor the following individuals for employment-based visas or for exchange visitor visas: students; technical, administrative, library, or support staff members; individuals with inadequate funding, insurance, or credentials; or those whose particular visa history precludes sponsorship.

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