



Digital Preservation Coordinator (Lib/Arch II - Collections)

Reporting to the Collections Strategist for Repository Services and Digital Sustainability, the Digital Preservation Coordinator has primary responsibilities for product ownership of the Comprehensive Digital Preservation Service (which currently includes Archivemata and Digital Preservation Storage), digital preservation planning, and co-leading the cross-directorate Digital Sustainability Team, which has responsibilities for evaluating and increasing the sustainability of digital collections and infrastructure the Libraries support and/or implement.

In collaboration with colleagues, they develop and implement workflows for bringing content into the repository ecosystem. This person provides expertise and guidance on implementation and use of digital preservation methodologies, tools, workflows, as well as accessibility and sustainability best practices.

As a part of the Scholarly Communications & Collections Strategy department, this person supports the critical aspect of long term access to the Libraries' digital collections hosted locally and for the open access collections and infrastructure the department supports in our relentless pursuit of a more equitable and open scholarly communications ecosystem.

RESPONSIBILITIES

Digital Preservation Strategy, Planning, and Maintenance (55%)

- Serve as subject matter expert and contact for the MIT Comprehensive Digital Preservation Service (CDPS), including Archivemata and Digital Preservation Storage
 - Build and maintain relationships with partners including Information Technology Services (ITS), Department of Distinctive Collections (DDC), Imaging Lab, and vendors
 - Coordinate with Artefactual on upgrades to Archivemata, services, communication, and projects
 - Coordinate and assist with application maintenance as the primary business contact point between the product vendor, internal IT support, archivists, and other end users
 - Liaise between users and ITS to assist in investigating issues, including troubleshooting and testing proposed solutions
 - Work with ITS to ensure CDPS policies and procedures, especially around sensitive data and security, are documented clearly and regularly
 - Collaborate with ITS to develop requirements for and test updates to the digital preservation software, infrastructure, security, integrations, and workflows

- Coordinate with ITS and content stewards to ensure digital preservation actions are carried out and issues are remedied according to established procedures and good practice
- Research, develop, and advocate for strategic improvements to the digital preservation policies, systems, and workflows
- Identify digital preservation community standards, practices, tools, and technologies relevant to the Libraries' digital preservation strategy to provide recommendations and alerts about significant developments
- Work in consultation with Libraries staff, including the Department of Distinctive Collections and Data and Specialized Services, to establish priorities for digital preservation across the Libraries and collaborate with content stewards on how their content fits into the levels of preservation
- Write, test, and execute digital preservation plans for prioritized digital content to ensure it will continue to be available and usable in the future
- Contribute to the planning of exit strategies from current systems
- Monitor and provide reports on fixity, file formats, and other characteristics of the Libraries' digital collections that impact the integrity and ability to access and use the content.

Digital Sustainability and Repository Ecosystem Planning (30%)

- Co-convene the Digital Sustainability Team, helping to prioritize the team's work and leading some of the team's projects, which could include:
 - Identifying and recommending how to address risks to digital collections with a focus on perpetual access and accessibility
 - Developing options the Libraries can offer to support MIT community members in sustaining access to their projects and content
 - Developing pipelines into repository and access systems for digital content with access, staging, and preservation needs
 - Maintaining an inventory of and documenting sustainability plans for all digital collections in MIT Libraries' scope
 - Determining and helping prioritize business needs for digital storage, migration, and emulation of the Libraries' digital collections
 - Experimenting with approaches to sustaining access to digital collections, especially content other than text and images
- Collaborate with Department of Distinctive Collections, Technical Services, and Data and Specialized Services staff to implement documented workflows and tools for ingesting, describing, managing, and monitoring MIT-stewarded digital content in the repository ecosystem, as well as workflows to address needs that arise, such as making derivatives for access and adding accessibility enhancements to both access and preservation copies
- Participate in projects to implement improvements to technologies in the repository ecosystem
- Participate as a member of the Repository Services Support Team

General Department Activities (15%)

- Participate as a member of the SCCS department and the scholarly communications initiatives team.
- Advise on the preservation and sustainability considerations of open scholarship investments both for open content and open infrastructure
- Attend trainings for new systems, procedures, or applications to keep current with the needs of the MIT Libraries.
- Communicate and collaborate with staff across the Libraries, including subject liaison librarians, data management, and information technology services staff, as well as with MIT faculty/researchers and publishers.
- Participate in group processes to standardize, document, and maximize efficiencies in team workflows, establish team goals, collectively problem-solve, and coordinate activities and projects.

REQUIREMENTS

- Master's degree in library/information science or relevant field.
- At least three years in libraries and/or archives, with experience in digital preservation workflows, technologies, and policy
- Working knowledge of digital preservation systems such as Archivematica, Preservica, or others
- Demonstrated familiarity with digital preservation standards and practice (Trusted Digital Repositories, OAIS Reference Model, PREMIS, file format identification, emulation)
- Demonstrated ability to work well with diverse groups of people; to productively handle relationships and conflicts; and to embrace the values of equity, diversity, inclusion, and social justice in working with people, collections, and systems
- Demonstrated ability to work collaboratively and effectively both as a team member and independently and to promote teamwork among colleagues

We expect candidates 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

- MA in archives with concentration in digital preservation or equivalent degree
- Participation in/contributions to digital preservation community (such as iPres, NDSA, DPC, Open Preservation Foundation, Software Preservation Network)

HOURS AND LOCATION

This is a full time, exempt position. Exact schedule to be arranged with the manager. The position can be hybrid or fully remote for a qualified applicant based in the United States.

SALARY AND BENEFITS

The target hiring range for this position is \$75,000-\$93,000. Actual salary will depend on qualifications and experience. MIT offers excellent [benefits](#) including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. Flexible work arrangements, including flex-time and telecommuting, are considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment and fosters professional growth of staff with management training and travel funding for professional meetings.

APPLICATION PROCESS

Apply online via <http://careers.mit.edu/> Applications must include a cover letter and resume. Priority will be given to applications received by **October 11, 2024**; position open until filled. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multi-cultural, diverse and inclusive workplace, and who strive to incorporate those values in their work and interactions are encouraged to apply. Please reach out to lib-hr@mit.edu with any questions regarding this role.

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 155-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 anybody, 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

This position is not eligible for 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.