



Metadata Librarian for Distinctive Collections

(Librarian II or III)



Job Summary

The Metadata Librarian for Distinctive Collections builds metadata projects and workflows that include special collections and archival resources, rare books, photographic and manuscript collections, and digital objects. Develops priorities, policies and procedures in conjunction with archival, specialized collections, repository services, and metadata staff; identifies and resolves metadata-related problems and issues; and creates, monitors and adjusts workflows as needed.

They will have leadership and supervisory responsibilities for the staff responsible for creating metadata for distinctive collections. Working to lead a team, the incumbent will help move forward the vision of the library as a programmable environment, where users may efficiently discover resources within the Libraries open information platform.

In support of the MIT Libraries' commitment to diversity, inclusion and social justice, the Metadata Librarian for Distinctive Collections will work to ensure accurate and inclusive representation of marginalized perspectives in local, national, and international standards and policies, and with regard to access to library resources. Uses forward-thinking solutions to resolve complex problems; ensures communication and dialogue between metadata producers and users, produces work that is grounded in applicable standards and accepted best practices; and oversees the formulating and refining of workflows and procedures and their dissemination to applicable constituents.

Primary responsibilities:

- Provides leadership in metadata operations for the team, including developing plans, policies, procedures, and best practices to embed MDCS practices within the larger metadata structures and practices within the MIT Libraries.
- Provides expertise in the development, implementation, and assessment of metadata policies and procedures while monitoring external developments, standards development and changing needs in these areas.
- Supervises four metadata production associates. (4FTE)
- Works to identify appropriate metadata policies regarding digital and tangible resources, covering a variety of media, including text, scores, still images, audio, and video.
- Documents and disseminates standards and policies to constituents.
- Builds organizational capacity for cross-functional, cross-departmental collaboration to advance best practices in metadata creation and management across the MIT Libraries.

Metadata Creation and Management (50%)

- Manage the day to day operations of Distinctive Collections metadata creation and management workflows.
- Provides leadership in metadata operations for the team, including developing plans, policies, procedures, and best practices to embed MDCS practices within the larger metadata structures and practices within the MIT Libraries.

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Staff Management, Development, and Support (35%)

- Supervise, train, and/or coordinate the work of 4 metadata production associate staff, including both direct and indirect reports.
- Plan and run regular meetings for functions-based working groups related to Distinctive Collections metadata, to learn new skills, share current situations, and collaborate on solutions.
- Provide coaching, leadership, and development support for direct reports and other colleagues.

Collaboration and Outreach (15%)

- Develop and champion collaborative working relationships with staff throughout the Libraries, including Collections Strategists, the Department of Distinctive Collections, Scholarly Communications and Collections Strategy, Libraries' financial staff, and others involved in collections activities.
- Serve as a key leader in metadata management in the MIT Libraries.
- Advise and instruct subject liaisons in policies, procedures, and tools involved in the acquisition of materials.
- Builds organizational capacity for cross-functional, cross-departmental collaboration to advance best practices in metadata creation and management across the MIT Libraries.

Assessment (percentage varies depending upon needs)

- Design and produce reports to assist with analysis and management of metadata production workflow and activity.
- Gather and analyze quantitative statistics about our projects.

Required Qualifications:

- MLS/MLIS from an ALA-accredited program or bachelor's degree with equivalent experience.
- Demonstrated experience defining and communicating metadata use cases to technical collaborators, and communicating project goals and outcomes to stakeholders with varying technical expertise.
- Collaboratively oriented works effectively in a shared decision-making environment, as both a teammate and a project leader.
- Demonstrated commitment to the values of openness, diversity, inclusion, innovation, and social justice.
- Equal comfort with autonomy and team-based environment.
- Enthusiasm for solving complex problems; comfort with workflows and practices associated with library digitization projects; excels at time management, managing multiple priorities, and
- Familiarity with multiple metadata content and encoding standards such as EAD, PREMIS, METS, VRA Core, MARC/MARCXML, Dublin Core, FCGD, or CCO.
- Working knowledge of AACR2 and/or RDA, DCRM(B), LCSH, LC classification system, and MARC content designation.
- Descriptive Cataloging for Rare Materials (DCRM) level cataloging for Special Collections materials (print and manuscript).

- Familiarity with or knowledge of Linked Data, RDF, and JSON-LD; RDF triple-stores, SPARQL queries, JSON-LD, IIIF, linked data, BIBFRAME, and/or the Web Annotation standard.
- Three to five years of related experience.

Preferred:

- Familiarity with archival descriptive standards (especially DACS) and/or encoding standards (especially EAD and EAC-CPF).
- Demonstrated skills with tools for data manipulation, such as Open Refine, XSLT, or a scripting language such as Python or Ruby.
- Participation in external community based or professional societies, open source projects, and/or standards bodies.
- Project management experience creating projects, resourcing and completing. Experience in managing multiple projects simultaneously.
- Supervisory experience or enthusiasm for developing leadership skills
- Working knowledge of ArchivesSpace and Aeon.

SALARY AND BENEFITS:

\$63,232 minimum salary. 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 at: <http://careers.mit.edu/>; applications must include cover letter and resume. Priority will be given to applications received by **November 8th, 2019**; 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.