



## **Associate Archivist for Digital Collections**

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: [www.cranbrook.edu](http://www.cranbrook.edu).

The **Associate Archivist for Digital Collections** coordinates efforts at Cranbrook Center for Collections and Research to preserve and make accessible digital materials collected or created by the Archives. Working closely with the Head Archivist, this position will play a central role in building and sustaining a comprehensive long-term strategy for the Archives' digital records. The Associate Archivist will bring technical expertise in digital curation and associated infrastructures in support of the Archives' collecting and access initiatives. The position includes assisting with planning and policy development, managing platforms and tools, creating and managing digital files, including preservation and technical metadata, and collaborating on outreach and educational projects. The Associate Archivist should be creative, flexible, and enthusiastic about serving the Cranbrook community through collecting, maintaining, and sharing its digital heritage.

### **Responsibilities include, but are not limited to:**

- Implement procedures for the curation of born-digital content according to professional standards, ensuring their organization, security, integrity, and continued accessibility
- Facilitate the transfer of born-digital institutional records governed by records management policies, the donation of born-digital and hybrid collections, and the capture of relevant web content
- Lead the application and innovation of integrated systems for acquisition, processing, preservation, access, and collaboration of digital content, including ArchivesSpace (plugins and API integrations), CONTENTdm, Archivematica, and Archive-It
- Coordinate the administration and migration of digital content, according to standards and best practices, from a variety of current and legacy systems and media, and implement mechanisms for ensuring authenticity, preservation, and access
- Support Archives staff and patrons in navigation of the digital records environment, advising on processing and searching digital collections
- Collaborate with Center staff on community engagement related to digital scholarship based on the Archives' materials
- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's employee handbook

### **Requirements:**

- Master's degree from an accredited institution in Library or Information Science (or equivalent degree) with a specialization in Archival Administration, Digital Curation, or Information Management;
- Thorough knowledge of archival practices and methodology
- Demonstrated application of studies in a workplace environment equivalent to one year of professional experience
- Proficiency with platforms and tools for the discovery, management, and preservation of digital collections
- Demonstrated knowledge of strategies and professional standards for ingest, management, preservation, and discovery of born-digital archival material
- Fundamental understanding of metadata standards, digital file parameters, and intellectual property best practices as applied to cultural heritage institutions
- A valid Michigan driver's license with satisfactory driving record is also required

**Preferred Qualifications:**

- Society of American Archivists Digital Archivist Specialist Certification
- Experience with CONTENTdm, ArchivesSpace, and Archivematica
- Knowledge of programming languages such as Python and Ruby
- Experience with digital forensics workflows and associated software such as BitCurator
- Knowledge of open-source software to aid in ingest of digital content, such as OpenRefine, ePADD, and Archive-It
- Understanding of cloud-based content management systems such as Microsoft Sharepoint

Cranbrook offers competitive compensation and a unique environment that values collaboration. This is a part-time position working up to 20 hours per week. Consideration will be given to remote work, however the candidate must be able to work on site for a portion of their hours at the discretion of the Head Archivist.

For consideration, please visit the employment section of our website for instructions on completing and submitting an application, resume, and cover letter (**please note that a fully completed employment application is required for consideration**): [www.cranbrook.edu/employment](http://www.cranbrook.edu/employment)