

Practicum for Library Graduate Student for Media Digitization & Assessment (Fall 2021)

About the Program

The UNT Libraries offers a practicum to a library graduate student for professional media digitization & assessment experience by working with the Media Arts & Digitization Librarian at the Media Library.

Position Description

Under the supervision of the Media Arts & Digitization Librarian, the Practicum Library Assistant will provide assistance with processing and creating a finding aid for donations of audiovisual materials to the Libraries and provide additional assistance with digitization projects.

Your practicum will culminate in the creation of a finding aid for the Media Arts Department donation of student created works/

Position Responsibilities

- Inventory and organize donated materials
- Create and maintain finding aid for materials
- Assist with special projects
- Assist with quality control of files

Hours and Location

Media Library, Chilton Hall. Working schedule is negotiable but must take place Monday – Friday between 9am and 5pm.

Minimum Qualifications

You must be enrolled in your practicum and have prior relevant experience. You should also possess these qualifications:

- Knowledge of word-processing and spreadsheet software (Word and Excel)
- Special Collections or Archives related coursework
- Experience searching online catalogs
- Excellent verbal and written communication skills
- Ability to work well with others and perform duties with accuracy
- Ability to work independently and collaboratively
- Excellent attention to detail

Preferred Qualifications

- Prior library or archives experience
- Experience with Adobe Premier Pro
- Familiarity with film resources and media equipment
- Experience with Sierra or other ILS

Compensation

This is an unpaid professional practicum.

Contact for More Information

This position is under the supervision of the Media Arts and Digitization Librarian. Applicants that apply by August 20, 2021, will be given preference.

If interested, please send your CV or resume and cover letter to Steven Guerrero (Media Arts & Digitization Librarian) at Steven.Guerrero@unt.edu