Position Description for Media Digitization & Assessment (Spring 2020)

Position Available: Practicum Library Assistant – Media Library

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.

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

Minimum 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 December 15, 2019, 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.