

Digital Library Lab Assistant Manager Full Time

Hartford Public Library seeks a full-time, Digital Library Lab Assistant Manager. In this role you will support the Digital Library Lab Manager with management of daily lab operations, workflows and activities to convert a wide range of paper-based, media collections, and artifacts to digital formats from general and special collections; oversee production for concurrent projects, provide quality assurance for all operations, and ensure that standards and best practices are followed; and identify and test hardware and software to increase the Lab's capabilities to address current and future needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Plans, and performs work on multiple DLL projects and activities to meet departmental and Library goals.
- Assists in the management of workflow processes, procedures, lab facilities, equipment maintenance and client relationships and communication.
- Ensures that digital conversion of paper-based and media materials is accomplished following established standards for creation of digital preservation masters and local guidelines for ingest into preservation repositories.
- Assists in maintaining a quality assurance program for all Lab operations and projects. This includes creating training materials, and augmenting and maintaining technical and procedural documentation.
- Provides basic technical support for the Lab's imaging and processing equipment and software.
- Researches and recommends useful commercial and open-source software for image capture and file processing.
- Incorporates databases, scripts and image processing utilities to enhance workflows.
- Stays current on digital initiatives, emerging standards, projects and activities on a regional, national and international level.
- Collaborates with Hartford History Center, HPL Studios and other HPL departments and staff on preservation treatment actions for materials in digitization workflows.
- Monitors and documents use of resources, compiles cost and production data and analyzes statistics for reports, budgets, and planning purposes.
- Provides data on production and cost estimates for specialty orders, new projects, and workflows for new services to the DLL Manager.
- Performs other duties as assigned.

EDUCATION and EXPERIENCE/QUALIFICATIONS

- Demonstrated ability to manage projects and clients.
- Demonstrated expertise and technical knowledge in the creation and management of digital imaging information including image capture, quality control, scanning hardware and software, digital file formats, and compression schemes.
- Ability to work with a wide range of digital library and metadata standards and best practices for creating digital objects from a variety of original formats.

- Understanding of and sensitivity to the handling issues of a wide variety of general and special collections library materials.
- Strong organizational skills, including the ability to establish priorities and achieve goals.
- Demonstrated ability to take initiative and ownership of projects with strong attention to detail and accuracy.
- Excellent written, oral, and interpersonal communication skills.
- Experience managing a process from design to completion.
- Demonstrable problem-solving capability.

Preferred Experience:

- Degree/Certificate(s) in a related field(s): new media production, visual fine arts, multimedia design, graphic/information design, communications, information management, business office technology, project management, systems analysis, photography, computer technology-upskilling-Adobe, technology management.
- Knowledge of preservation issues in cultural institutions.
- Experience working on digital projects in a commercial and nonprofit environment.
- Knowledge of digital preservation and curation practices and principles.
- Knowledge of standards and practices for conversion of media collections.
- Knowledge of digital preservation and descriptive metadata standards.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to lift up to 50 pounds.
- Ability to maintain composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends as needed.
- Able to walk, sit and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

What we offer employees:

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, Pharmacy benefits
- Life Insurance
- Long Term Disability Insurance
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education and staff engagement opportunities
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of the staff-led DEI Road Map.

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life. We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections · And so much more!

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Digital Library Lab Assistant Manager** in the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all newly hired employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, vaccinations are not required at this time.

Hiring Range: \$64,328.68 - \$69,544.80

Hartford Public Library is an Equal Opportunity Employer.