Digital Production & Metadata Specialist

The Massachusetts Historical Society, located in Boston, Mass., seeks a full-time Digital Production & Metadata Specialist, to work with the MHS’ vast collection of documents and artifacts, which tell the story of Massachusetts and America from colonial times to the present. The Massachusetts Historical Society is an independent research library founded in 1791 for the three-fold purpose of collecting, preserving, and disseminating sources for the study of American history. The Society holds more than 3,500 collections of manuscripts that focus on the history of Massachusetts and New England, as well as early American imprints, newspapers, maps, historical photographs, and other research materials. In addition to maintaining a library open to the public without charge, the Society sponsors lectures, seminars, and other public programs and has active print and digital publications programs.

Purpose:
The Digital Production & Metadata Specialist (DPMS) creates digital components for digital projects, web exhibitions, outside requests, and other projects requiring digital representations of the Society’s archival and library collections; coordinates tracking tasks and maintains workflow documents for internal digitization projects; assembles detailed descriptive, structural, and administrative metadata; and completes tasks relating to metadata mapping, metadata enhancements, and improvements to descriptions to promote discoverability of digital content.

Reporting Relationship:
This position reports primarily to the Lead Archivist for Digital and Web Initiatives with approximately 20% of their time spent working on metadata and resource discovery tasks with the Lead Web Developer and Software Engineer; and this position is part of the digital production team within the Collections Services department.

Schedule:
This is a full-time, benefitted position, 35 hours/week, with the workday scheduled during regular business hours Monday-Friday.

The DPMS is expected to work onsite at the MHS’ Boston location 4 days per week and is eligible to work remotely 1 day per week. After 6 months, depending on current priorities, the DPMS may be eligible to work onsite 3 days per week and 2 days remotely.

Major Responsibilities:

- Coordinates the smooth workflow of items and collections being digitized, including locating source materials, assembling administrative metadata, and starting and maintaining detailed tracking lists
- Resolves logistical issues relating to source materials including preparation and handling of library collections
- Creates digital images of items from the Society’s collections and creates administrative and descriptive metadata required to manage and utilize the digital images
• Monitors web presentations with an eye toward those who would benefit from redescription and participates in departmental efforts to improve descriptions and provide additional contextual information
• Creates descriptive metadata, content descriptions, refines (and/or creates) collection guides and assembles (or reviews) structural metadata needed for item-level and collection-level web presentations
• Transcribes and encodes handwritten documents
• Troubleshoots issues with sets of XML transcription files and metadata files
• Undertakes specific tasks (granular revisions and/or batch processing) to address metadata improvements and better enable discoverability via search tools on the MHS website and metadata feed for external harvesters
• Follows and contributes to existing documentation and guidelines regarding digital imaging, transcription, encoding, and metadata creation
• Troubleshoots issues with digital production utilizing web-based tools and web-based forms within the MHS content management system.
• Assists with the smooth workflow of digital production tasks (including utilizing and improving databases and/or revising stylesheets for displays within production environment)
• Works as a member of the digital production team
• Participates in digital production team meetings and offers input about web design and navigation issues
• Participates in Collections Services department meetings

Qualifications:

• Master’s degree in library science or archives program or digital humanities program
• Demonstrated experience with image editors (e.g. PhotoShop) and scanning procedures
• Demonstrated experience with descriptive cataloging standards and appreciation for the importance and discovery potential of controlled vocabulary and name authority control
• Experience working with special collections
• Experience with markup languages (XML or HTML) and/or schema (preferably TEI and EAD)
• Familiarity with XSLT, METS and/or MODS
• Some experience with metadata mapping, string replacements
• Ability to read cursive handwriting
• Superb attention to detail
• Ability to work independently and in a team environment
• Ability to learn software and technology efficiently and adeptly
• Ability to keep self abreast of changes in areas of specialization and daily work

Application procedure:

Please send by email a single PDF that includes a cover letter, résumé, and the names of three professional references to Lead Archivist for Digital and Web Initiatives Nancy Heywood at nheywood@masshist.org.
Applications will be reviewed on an ongoing basis, with a target hire date in October.

**Compensation and Benefits:**

Annual Salary for this position starts at $60,000.00 per year, with salary increasing based on additional experience beyond the job’s minimum requirements.

The MHS offers a generous benefits package including:

- Medical, dental, vision, and life insurance
- Medical and dependent care flexible spending accounts
- Vacation starting at three weeks plus 12–14 holidays per year
- Unlimited sick time
- Retirement benefits with an employer match of up to 4%
- Pre-tax commuter benefits and a monthly public transportation incentive
- Reciprocal entrance to local education and cultural institutions

**Pre-Hire Requirements:**

MHS requires proof of a vaccination and up-to-date boosters for COVID-19 for all employees. As part of its offer process, MHS will conduct a reference and criminal background check for any finalist. We are not able to sponsor visas.

**Equal Opportunity Statement:**

The Massachusetts Historical Society aims to be a diverse workforce that is representative, at all job levels, of the citizens we serve. Candidates of all backgrounds are welcomed and encouraged to apply. We are committed to creating a workplace free from harassment and discrimination on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, pregnancy, age, genetic information, disability, military or veteran status, or any other category protected by law (also known as membership in a "protected class").

Candidates in need of accommodation in the application process should reach out to our human resources department with inquiries.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.