JOB DESCRIPTION
DIGITIZATION TECHNICIAN

Job Classification: Grant-funded, temporary, non-exempt; ~25 hours/week for 2 years

Responsibilities:
The Digitization Technician is responsible for advancing the digitization of the archival collections of Mohonk Preserve’s Daniel Smiley Research Center (DSRC). The DSRC archival collections include herbarium, mammal, bird, insect, and archaeological specimens as well as almost 1000 written reports and 14,000 index cards containing species-level natural history observations. Using current digitization best practices, the Digitization Technician will carry out scanning, photography, and transcription activities, and work with volunteers to accomplish these and other related digitization and mission-related activities. This position will advance the DSRC strategic initiative to provide open access historical data to the greater research and education community. This position reports to the Research Collection and Citizen Science Coordinator. This hourly, grant-funded position runs for approximately 2 years beginning autumn 2019.

Job Duties:

• Work with staff and volunteers to digitize specimen and observational data
• Digitize archival specimens and index cards using scanner and/or digital camera according to protocols
• Transcribe specimen data
• Prepare, organize, and curate collection materials for digitization; including specimen filing and repair as needed
• Perform quality checks on digital files before and after upload to appropriate online repositories
• Retain accurate records of work progress
• Ensure that digital files are stored properly on organizational drives and online databases
• Perform other related duties as needed to support the department and Preserve

Qualifications:
Required qualifications:
• At least 2 years’ coursework in college biology, ecology, library science or related discipline
• Comfort working both independently and collaboratively with staff/volunteers; ability to train/supervise digitization volunteers
• Advanced computer skills, including expertise in MS Office programs (esp. Excel); familiarity with digital file formats
• Ability to handle archival specimens with extreme care

Preferred qualifications:
• Experience with Notes from Nature, Adobe Lightroom, and/or iDigBio associated data repositories
• Experience with scanning and photography
• Knowledge of northeastern United States flora and fauna or ability and eagerness to quickly learn
• Library and/or archives experience; knowledge of best practices in collections management
• Familiarity with metadata