POSITION DESCRIPTION
(Must be included with Employment Form)

JOB TITLE: Project Archivist – Willie L. Brown, Jr. Collection

FUND NUMBER: PROJECT / FUND NAME: Willie L. Brown Institute

EMPLOYMENT DATES: From: To:

SALARY RANGE: From: $26.50 To: $35.24

CLASSIFICATION: Exempt Nonexempt

BENEFIT STATUS: Full-Time (benefited) Variable (non-benefited)

To qualify for benefits: Employee must work 30 hours per week or work the equivalent of 130 hours per month over our 12-month measurement period. Benefits effective 1st of the month following 30 days from date of eligibility.

BROAD SCOPE AND FUNCTION:
The project archivist will arrange and describe the Willie L. Brown, Jr. Legislative Files and provide summaries, metadata and historical context for the Willie L. Brown, Jr. Video Archive. Legislative files: Willie Brown served over 30 years in the California State Assembly, spending 15 years as its speaker. The collections contain copies of legislation and related correspondence spanning more than 30 years (1965-1995) and also includes news and documentary film/video materials reflecting Mr. Brown’s service in both the California State Legislature and as mayor of San Francisco. The Project Archivist will develop and implement an archival processing and preservation plan for the Willie L. Brown, Jr. Legislative Files Archive. The archivist will ensure appropriate housing of archival material, identify materials for conservation treatment, create an EAD encoded finding aid according to DACS for publication in the Online Archive of California, create MARC record, barcode containers, identify items for possible future digitization, and identify files for content clarity and augmentation via outside consultant, Joann Murphy. Video materials: Editing - The Project Archivist will help to process video material and provide historical context, summaries and metadata information for the collection. Basic editing of raw video files on a dedicated iMac workstation, using editing software (Adobe Premiere Pro). Prepping the video for web streaming from the Digital Information Virtual Archive (DIVA) as MPEG-4 files. Adding watermarks, credits. Working with Film Archivist to review the clips and confirm they are web-ready. Text summary/metadata tagging - Viewing video clips (described above) and producing a summary of the content as supporting text, which will be added to video clips streaming in DIVA. Adding metadata tags and using Dublin Core metadata standards to produce Excel spreadsheets. Uploading text summary and metadata tags to the DIVA web interface. Working with Film Archivist to review the summaries and metadata tags and confirm they are web-ready.

REPORTING RELATIONSHIP:
The Project Archivist reports to the Division Head for Research & Instructional Services and Special Collections. However, on a day-to-day basis the work of the Project Archivist will be directed and coordinated by either the Film
Archivist or the Processing Archivist. The Project Archivist will need to exercise independent judgment and decision making on a variety of matters with minimal oversight.

**DUTIES AND RESPONSIBILITIES:**

- Develops and implements an archival processing and preservation plan for the Willie L. Brown, Jr. Legislative Files Archive
- Processes video material and provides historical context, summaries and metadata information for the video collection
- Ensures appropriate housing of archival material, identifies materials for conservation treatment, creates an EAD encoded finding aid according to DACS for publication in the Online Archive of California, creates a MARC record, barcode containers, identifies items for possible future digitization
- Identifies files for content clarity and augmentation via outside consultant, Joann Murphy.
- Edits of raw ProRes 422 (HQ) video files on a dedicated iMac workstation, using editing software (Adobe Premiere Pro). Prepares the video for web streaming from the Digital Information Virtual Archive (DIVA) as MPEG-4 files. Adds watermarks, credits. Works with Film Archivist to review the clips and confirm they are web-ready.
- Views video clips and produces a summary of the content as supporting text, which will be added to video clips streaming in DIVA. Adds metadata tags and using Dublin Core metadata standards to produce Excel spreadsheets. Uploads text summary and metadata tags to the DIVA web interface. Works with Film Archivist to review the summaries and metadata tags and confirm they are web-ready.

**TYPICAL PHYSICAL REQUIREMENTS:**

The Project Archivist should be able to work up to four hours at a computer workstation and should be able to lift archival boxes weighing up to forty pounds.

**TYPICAL WORKING CONDITIONS:**

The Project Archivist will typically work at both a computer workstation and will use video editing equipment and will work business hours Mon.-Fri.

**MINIMUM REQUIREMENTS:**

ALA-accredited MLIS or MIS with specialized coursework in archival enterprise, or an advanced degree in an applicable subject field with archival training. A minimum of one year of archival experience processing collections, creating finding aids, and producing other collection management tools. Experience with MARC format and Encoded Archival Description. Knowledge of preservation standards for archival materials. Demonstrated ability to communicate clearly and effectively, in writing and in oral presentation. Equivalent combination of relevant education and experience may be substituted as appropriate.

**PREFERRED QUALIFICATIONS:**

Background in and experience with subject matter relating to California state/local politics. Experience planning, scheduling, and implementing projects. Knowledge of digital technologies, standards, and best practices. Experience with collection management software Archivists’ Toolkit, and/or ArchivesSpace. Experience

Resume and names of three references (including address, telephone and/or email address) should be sent to:

Elizabeth Detrich, Personnel Coordinator
J. Paul Leonard Library
San Francisco State University
1630 Holloway Avenue
San Francisco, CA 94132-4030

Background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UCorp. Failure to complete the background check satisfactorily may affect the application status of applicants or continued employment of current UCorp employees who apply for the position.

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