



## **Associate Archivist for Digital Preservation**

Founded by Detroit philanthropists George and Ellen Booth in 1904, Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: [www.cranbrook.edu](http://www.cranbrook.edu).

The **Associate Archivist for Digital Preservation** works closely with the Head Archivist to ensure long-term viability of the Archives' digital content, playing a significant role in building and sustaining strategies for continued preservation and access. The position supports the Archives' Digital Curation Policy, including working with content creators to ensure appropriate management of their digital content and developing workflows based on best practices to ingest, preserve, and access that content in the Archives' preservation systems. The Associate Archivist will liaise with Cranbrook's Information Technology team, bringing technical expertise in digital preservation infrastructures needed to maintain preservation standards and mitigate the risk of loss of historical content. The position includes assisting with planning and policy development, managing platforms and tools, and monitoring the authenticity, security, and storage migration of digital content. The Associate Archivist is a strong team player who is creative, flexible, and enthusiastic about preserving Cranbrook's remarkable history through sustainment of its digital archival resources.

### **Responsibilities include, but are not limited to:**

- Provide insight into digital preservation processes and outcomes, proposing and developing research-based improvements when necessary.
- Develop, test, and execute digital preservation plans to ensure digital content can continue to be accessible in the future.
- Document digital preservation policies and procedures.
- Work with digital content creators/donors to configure and monitor workflows for ingesting, preserving, accessing, and reporting on preserved digital content.
- Understand, configure, and enforce security protocols related to storage and integrity standards.
- Assess and identify at-risk digital content and coordinate administration and migration strategies to mitigate those risks.
- Assist in selection and implementation of digital preservation tools related to digital accessioning, processing, email, and web archiving.
- Provide support and training for digital content creators across Cranbrook and users of the Archives' preservation tools and systems.
- Assist with the training and supervision of archival volunteers and student interns.
- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's employee handbook.

### **Required Qualifications:**

- Master's degree from an ALA-accredited Library or Information Science school (in select instances, a post-graduate degree in a related discipline may be considered)

- Documented knowledge of archival practices and methodology
- Demonstrated application of studies in a workplace environment
- Demonstrated technical understanding of digital preservation challenges and solutions
- Demonstrated record of designing projects and bringing them to a conclusion in a timely fashion
- Excellent oral, written, and interpersonal communications skills
- Demonstrated analytical and critical thinking skills
- Ability to interact well with both technical and non-technical colleagues
- Ability to write simple programs/scripts and understand basic program code
- A valid Michigan driver's license with satisfactory driving record

**Preferred Qualifications:**

- Society of American Archivists Digital Archivist Specialist Certification
- Direct experience with digital preservation workflow assessment and implementation
- Experience with digital preservation tools and systems such as BitCurator, Preservica, ePADD, and Archive-It
- Ability to write complex computer programs

Cranbrook offers competitive compensation and benefits that include a medical plan, paid time off, and eligibility to participate in the retirement programs with employer contribution. We also offer employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or email [humanresources@cranbrook.edu](mailto:humanresources@cranbrook.edu) or fax (248) 645-3014. Our applications can be downloaded from the Employment page of our website at [www.cranbrook.edu/employment](http://www.cranbrook.edu/employment). **(Please note that a fully completed employment application is required for consideration.)**