

Job Description – Contract Digitization Technician

Job Summary

Working with the [Insert name of your Nation/Department], the Digitization Technician will work with audio cassettes to digitize them and record information about their content. The position(s) is expected to run between [start date] and [end date], dependant on funding.

Duties and Responsibilities

1. Must be able to attend the training week in Vancouver at UBC during the week of [enter dates].
2. Set up digitization equipment from the training.
3. Perform condition assessments of each tape and create a number inventory system (if one does not already exist). [Remove this clause if not relevant to your project]
4. Digitize analog audio cassette tapes into digital format as per the training standards.
5. Name, save, and log the information as per the training standards.
6. Include metadata where possible as per the training standards.
7. Make backup copies as per the training standards.
8. Provide input on policy and/or access protocol development if requested.
9. Document challenges, successes, and interesting observations to include in the interim and final reports.
10. Collaborate with the project manager on the interim and final reports.
11. May train additional personnel on digitization.
12. Attend meetings as required and provide assistance upon request of your supervisor.
13. Help prepare and clean up daily activity stations as required.

The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to maintain confidentiality of all information gained while working with the organization.

[You may have your own confidentiality agreement you use in partnerships. If so, add it here.]

Qualifications and Requirements

Education: grade 12 an asset but not required if there is sufficient office/ computer experience.

Asset: experience in community language or education programs, experience conducting interviews or gathering traditional land use study data.

Experience:

1. Strong interest in working with community cultural heritage
2. Motivated, reliable and dependable
3. Work well independently but able to provide updates and ask questions
4. Able to accurately follow instructions, both written and verbal
5. Strong communication skills - both verbal and written, / self-starter / self-motivated
6. Must be competent with Windows, Excel, Word, email, and the internet. Willing to learn new computer skills for audio programs. Willing to troubleshoot problems.
7. Must be able to plan work around a timeline
8. Central filing experience an asset
9. Professional attitude

Working Conditions:

- a) Office environment: the employee must be aware of the sensitivity, confidentiality of data exposed to.
- b) Ability to perform the physical requirements of the job which may include heavy lifting and carrying occasionally
- c) Manual dexterity required to use desktop computer and peripherals.

Directly Supervises: None

Salary Level:

I have read the duties and responsibilities assigned to this position and described in this document. I agree to undertake these duties and responsibilities. I understand that this job description will be used as source to evaluate my job performance.	Employees Signature: ----- Name:	 ----- Date:
The information contained in this document represents a realistic description of the duties and responsibilities of the described position as of the effective date.	Supervisor Signature: ----- Name:	 ----- Date: