



Audio/Video Digitization and Preservation Technician

Your Organization's Name

Address

Phone Number

Overview:

The Audio/Video Digitization and Preservation Technician is responsible for audio/video preparation and digitization while handling various legacy audio/video formats. You will join our growing team of experienced staff in a fast-paced and exciting work environment.

What You Bring

- Strong interest in working with community cultural heritage
- Passion towards language revitalization
- Creativity and a high degree of attention to detail with a knack for problem-solving.
- High interest in digitization and digitization training

Responsibilities:

- Must be able to attend the training week in Vancouver at UBC during the week of xxxx, xx, 2019 – xxxx, xx, 2021
- Gather, process and catalogue technical metadata
- Set up digitization equipment from the training
- Prepare audio/video media for digitization
- Digitize media - Video and cassette formats such as VHS, DVD and DV family, audio cassettes
- Manage completed digitized files

Education and skills:

- High School Diploma with some postsecondary preferred but not necessary
- Basic computer skills with familiarity of Microsoft Word, Excel and PowerPoint
- Ability to learn quickly, to handle multiple tasks and responsibilities, and to work independently
- Excellent communication skills and the ability to interact with staff and leadership with confidence and clarity
- Provide input on policy and/or access protocol development if requested
- Effective organizational skills
- Able to develop a plan work around a timeline
- Collaborate with the project manager on the interarm and final report
- Time - and stress-management skills
- High energy, results-driven person with strong interpersonal skills
- The motivation to see projects through to completion.

Additional qualifications preferred, but not required:

- Knowledge of legacy audio and video formats



- May train additional personnel on digitization following training
- Familiarity with Data Asset Management Systems helpful
- Previous experience with audio/video editing, digital design or metadata input
- Must be capable of lifting 30lbs unaided and sit for up to 8 hours per day

Working Conditions:

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

Application Instructions:

- Please email resume, cover letter, and contact information for three references to _____ . Applications will be accepted until the position is filled