

Société Jersiaise - Digitisation and Outreach Coordinator



Fixed-term contract 1 January - 31 December 2022
35hrs p/w. Salary negotiable depending on experience
20 days annual leave + public holidays
Closing date for applications 12 November 2021

Role

The Digitisation and Outreach Coordinator is to carry out digital imaging, archival, promotional and educational tasks at the Société Jersiaise in line with departmental programming.

Skills and experience

The Digitisation and Outreach Coordinator should be:

- Preferably educated to degree level in a relevant field.
- Preferably some experience in archive, library or museum setting.
- Experienced in the use of digitisation technologies.
- Proficient with Adobe Creative Cloud applications.
- Familiar with basic database/spreadsheet management.
- Comfortable conducting both directed and self-initiated research.
- Organised and have good time management skills.

Key tasks

1. Coordinate the digitisation of collections in line with digitisation programs.
2. Produce digital content for promotional purposes.
3. Coordinate community outreach and education programs.
4. Respond to enquiries in respect to archival and outreach requirements.
5. Assist in the cataloguing of collections in line with cataloguing programs.
6. Assist in the rehousing of collections in line with conservation programs.
7. Carry out other reasonable duties in relation to this role.

Management structure

The Digitisation and Outreach Coordinator's line manager is the Photo-Archivist. In respect to HR queries, the Digitisation and Outreach Coordinator may take matters to the Executive Administrator.