

Digital Technician (MIS/IT3) (Not a clear vacancy)

1. Job Purpose

To create digital images according to archival standards for the purposes of preservation and dissemination.

2. Key Outputs

1. Materials to expand the NLJ's digital initiatives digitised
2. Materials to satisfy customer requests digitised
3. Photography service provided
4. Technical metadata for preservation and access assigned
5. Graphics for exhibition and promotional activities designed
6. High quality digital images
7. Monthly reports prepared

3. Principal responsibilities

Technical/Professional Responsibilities

1. Digitises materials held by the Library for long-term preservation and access
2. Digitises materials held by the library to satisfy customer reprographics orders, provides surrogates, and provide materials for outreach activities such as publications and exhibitions.
3. Supports development of the library's collections through digital photography of people, places, products and events
4. Documents technical metadata for preservation and access to digital resources
5. Adheres to good conservation practice by demonstrating at all times safe handling of documents
6. Creates digital images to support the development and maintenance of the library's web pages
7. Designs flyers, posters and brochures for exhibition and promotional activities
8. Uses image editing software to appropriate standards.
9. Maintains equipment used in digitisation and reproduction, for example scanners, digital cameras, camera lenses, camera stands, and printers
10. Keeps abreast of development, trends and issues in areas of responsibility
11. Prepares monthly progress report

4. Performance Standards

1. Materials digitised within specified timeframe
2. Adherence to digitisation standards

3. Adherence to photography best practices
4. Adherence to graphic design best practices
5. Materials handled according to preservation guidelines
6. Completeness of metadata sheet for each resource digitised
7. Images stored to main server on a daily basis
8. Reports submitted within specified timeframe

5. Required Competencies

Functional/Technical Competencies

1. Digital Resources Technology – Level 2
2. Information Communication Technology – Level 2
3. Preservation and Conservation – Level 1

Core Competencies

1. Oral communication - Level 2
2. Written communication – Level 2
3. Team work and co-operation – Level 2
4. Customer and quality focus – Level 2

6. Minimum Education and Experience

1. Associate Degree in Information Technology or related discipline from a recognized tertiary institution
2. Training in Graphic Design and Photography
3. Two years experience in a digitisation environment
4. Knowledge of Image Editing Software such as Adobe Photoshop

7. Special Conditions Associated with the Job

- May be required to work after hours or on weekends
- Low temperature environment
- Close contact with rare and/or old publications

Salary scale \$943,781 - \$1,121,859 p.a.

Applications accompanied by a detailed resume should be sent by **Wednesday October 18, 2017** to:

Director HRM & Administration
National Library of Jamaica
12 East Street, Kingston.
Email: nljhrm@cwjamaica.com

We appreciate all responses, however only shortlisted candidates will be contacted