



JAMES MADISON
UNIVERSITY

Digital Archivist

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Position Details

Position Information

Working Title	Digital Archivist
Position Number	8487
Posting Number	F2078
Position Type	Administrative and Professional Faculty
Position Status	Full Time
College/Division	JMU Libraries
Department	551058 - JMU Flowerings Phase II
Pay Rate	Pay Range
Specify Range or Amount	\$60,000-\$65,000
Is this a JMU only position?	No
Is this a grant-funded position?	Yes. This is a grant funded position and is contingent upon continued funding.
Is this a Conflict of Interest designated position?	No

Position Summary Information

Mission

We are a community committed to preparing students to be educated and enlightened citizens who lead productive and meaningful lives.

Vision

To be the national model for the engaged university: engaged with ideas and the world.

Who We Are**About James
Madison University**

Located in the heart of Virginia's beautiful Shenandoah Valley, the city of Harrisonburg is approximately 120 miles from Washington, D.C. and Richmond, VA. With a population of just over 53,000, Harrisonburg is one of the most diverse communities in the Commonwealth of Virginia. JMU is a selective, public institution with a growing national reputation for offering experiences that lead to an outstanding education and inclusive environment for students, faculty and staff. The student body includes approximately 20,000 undergraduate and 1,900 graduate students, with over 1,000 full-time instructional faculty.

JMU offers thriving programs in the liberal arts, science and technology, and professional disciplines at the undergraduate, master's and doctoral levels. The university is committed to expanding diversity, fostering equity and inclusion, and supporting superlative teaching and scholarship. JMU has achieved national recognition for the high quality of its academic programs, focus on maintaining strong student/faculty interaction, and innovative faculty research.

The Digital Archivist is a four-year, full-time AP faculty position funded by the Flowerings Phase II grant (<https://www.lib.jmu.edu/flowerings>), with a generous benefits package and possibility of extension or conversion to a permanent role, pending continued funding.

The position will support efforts to ensure the preservation, enhanced discoverability, global access, and ongoing stewardship of the Furious Flower Poetry Center's audiovisual materials. The Digital Archivist will work closely with JMU Special Collections to steward Furious Flower Poetry Center's extensive and unique collection of Black poetry and spoken word video. The successful candidate will contribute to existing digital processing workflows and work collaboratively with Libraries colleagues to develop and enhance workflows following best practices.

The Furious Flower Poetry Center audiovisual materials record the Furious Flower Poetry Center's decennial conferences, beginning with the first historic convening in 1994. As the nation's first academic center for Black poetry, Furious Flower convenes every 10 years for scholars and writers to explore contemporary trends in Black literature, culture, and thought. Audiovisual materials include scholarly panels, critical roundtables, readings by prominent poets, and interviews with Black artists. This position will focus not only on accessioning and describing the Furious Flower audiovisual materials but also on engaging in reparative description grounded in a participatory archives framework in partnership with Furious Flower Poetry Center colleagues. The archivist will also collaborate with Special Collections on pre-custodial intervention and the accessioning of digital audiovisual materials documenting Furious Flower's next decennial conference in 2024.

General Information

The archivist will join JMU Libraries' Digital Scholarship and Distinctive Collections department and report to the Director. JMU Libraries is committed to collaborative, cross-departmental work and this position will work closely with colleagues across JMU Libraries (<https://www.lib.jmu.edu>) and the Furious Flower Poetry Center (<https://www.jmu.edu/furiousflower/index.shtml>). The archivist will become part of a cohort of staff and faculty dedicated to stewarding JMU Libraries' growing collection of Black poetry performance recordings and the Furious Flower Poetry Center's unique collection of Black poetry and time-based media. Through professional development opportunities, the archivist will be encouraged to grow and maintain proficiency in archival best practices. While this position will be based on-campus in Harrisonburg, Virginia, JMU Libraries strives to show care for employees through a positive approach to telework. Teleworking arrangements will be regularly reviewed and subject to change per JMU Policy 1332.

The Libraries particularly welcomes applicants who can enhance the diversity and excellence of our campus community, and who can demonstrate a commitment to building equitable and inclusive environments for teaching, learning, research, and service. We are committed to cultivating a welcoming place for everyone, encouraging dialogue and celebrating diverse life experiences and perspectives. We encourage experimentation and creativity in pursuit of meaningful solutions that build on our position as core academic infrastructure for our campus community.

Anticipated Search Timeline

- Applications will be reviewed immediately after the review date. Desired start date would be in Spring, 2023.

- Analyze the processing status of archival materials and make decisions about further appraisal, arrangement, description, and preservation
- Collaboratively design and implement a processing plan to identify and describe the structure, context, and content of the Furious Flower Poetry Center audiovisual collection to promote accessibility using archival, preservation and AV streaming software (e.g., ArchivesSpace, Preservica, and Aviary)
- Research, arrange, and describe Furious Flower AV materials in partnership with Furious Flower Poetry Center colleagues and/or community members
- Collaborate on the accessioning of born-digital materials
- Create Submission Information Packages that facilitate processing and preservation
- Collaborate with other departments, including Metadata Strategies and Digital Assets, to ensure collection is appropriately described and discoverable
- Collaboratively create and update documentation and lead training on relevant workflows, policies, and tools
- Engage in relevant service and scholarly and professional development activities

Duties and Responsibilities

Competitive candidates for this position will meet all of the required qualifications. Preferred qualifications further enhance the candidate's application, but should not discourage otherwise qualified candidates from applying. Early-career professionals with a passion for this work are encouraged to apply.

Required

- Knowledge of or experience with professional archival standards, best practices, and technologies around accessioning, arrangement, description, and preservation of archival materials
- Experience processing archival collections, including developing descriptive, technical, and administrative metadata
- Experience with acquisition and transfer of digital materials
- A commitment to promoting and/or enhancing diversity, equity, and inclusion in an organizational context
- Ability to collaborate and communicate effectively across diverse audiences, including in hybrid and virtual environments
- Excellent research and writing skills
- A graduate degree or certifications in any relevant field, or equivalent professional experience

Qualifications

Preferred

- Familiarity with poetry, literature, and/or Black literary culture
- Experience testing, refining, and documenting workflows for digital materials at a library, archives, or research institution
- A graduate degree in library science from an ALA-accredited institution with a specialization in archives & records management

Employment is contingent upon the successful completion of a criminal background check.

Conditions of Employment

E-Verify Notice: After accepting employment, new hires are required to complete an I-9 form and present documentation of their identity and eligibility to work in the United States. James Madison University uses the E-Verify system to confirm identity and work authorization.

Posting Detail Information

Posting Date 12/14/2022

Beginning Review Date 01/17/2023

Closing Date

Open Until Filled Yes

Proposed Starting Date

James Madison University is committed to creating and supporting a diverse and inclusive work and educational community that is free of all forms of discrimination. This institution does not tolerate discrimination or harassment on the basis of age, color, disability, gender identity or expression, genetic information, national origin, parental status, political affiliation, race, religion, sex, sexual orientation or veteran status.

EEO Statement

We promote access, inclusion and diversity for all students, faculty, staff, constituents and programs, believing that these qualities are foundational components of an outstanding education in keeping with our mission. The university is interested in candidates whose experience and qualifications support an ongoing commitment to this core quality.

Anyone having questions concerning discrimination should contact the Office for Equal Opportunity: (540) 568-6991.

Reasonable Accommodation Request

If you are an individual with a disability and need assistance searching or applying for jobs please contact us at (540) 568-3597 or jobs@jmu.edu (<mailto:jobs@jmu.edu>). You may also visit the JMU Human Resource Office, located at 752 Ott Street, Harrisonburg, VA 22807 and we will be happy to assist you.

Notice of Availability – Annual Security and Fire Safety Report

The Annual Security and Fire Safety Report contains information regarding campus security and personal safety including topics such as: crime prevention, the university police law enforcement authority, crime reporting policies, disciplinary procedures, protocols for the immediate notification of students and staff upon confirmation of a significant emergency on campus and other matters of importance related to security and safety. The report includes statistics for the most recent three-year period of reported crimes that have occurred on campus; in certain off-campus buildings or property owned or controlled by JMU or its affiliates; and on public property within or immediately adjacent to and accessible from the campus.

Annual Security and Annual Fire Safety Report

The Annual Security and Fire Safety Report includes campus housing fire statistics for the most recent three-year period, a description of each on-campus student housing facility fire safety system, the number of fire drills held during the previous calendar year, policies or rules on portable electrical appliances, smoking, and open flames in student housing; and procedures for student housing evacuation in the event of fire along with other fire safety information.

The JMU Annual Security and Fire Safety Report includes the Harrisonburg campus and the three overseas branch campuses; Florence, Antwerp, and London. It is available electronically

<http://www.jmu.edu/publicsafety/clerycompliance/2018Annual-Security-and-Fire-Safety-Report.shtml>

You can obtain a copy of any of this report by contacting the Office of Public Safety, MSC 6810, James Madison University, Harrisonburg, VA 22807 or request that a copy be mailed to you by calling (540)568-6769/6913.

Minimum Reference(s) Required

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Quick Link for Direct Access to Posting

<https://joblink.jmu.edu/postings/13570> (<https://joblink.jmu.edu/postings/13570>)

Required application materials

- Cover letter describing the candidate's interest and relevant qualifications
- Current CV
- Names and contact information for three professional references

Additional Posting Information

Candidates are welcome to submit supplemental materials they feel demonstrate skills and experiences not represented by the requirement materials (Other Documents #1).

JMU's Dual Career and Community Resources Program is available for candidates that will be relocating to the area. For more information, please visit <https://bit.ly/2OTF1NG>.

Documents Needed to Apply**Required Documents**

1. Cover Letter
2. Curriculum Vitae

Optional Documents

1. Other Document #1

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you learn about this position?
 - Charlottesville Daily Progress
 - Chronicle of Higher Education
 - Diverse Issues in Higher Education
 - Diversity.com (Including BlackCareers.org, VeteranJobs.net, AfricanAmericanHires.com, AsianHires.com, WeHireWomen.com, AllHispanicJobs.com, LatinoJobs.org, DisabilityJobs.net, AllLGBTjobs.com, NativeJobs.org, and OverFiftyJobs.com)
 - Employee Referral
 - Harrisonburg Daily News Record
 - HigherEdJobs.com
 - Hispanic Outlook
 - Indeed.com
 - INSIGHT Into Diversity
 - JMU Dual Career and Community Resources Program
 - JMU JobLink
 - Job Fair
 - NCAA
 - Northern Virginia Daily
 - Nuevas Raices
 - Radio
 - Richmond Times Dispatch
 - Roanoke Times
 - Social Media (Facebook, LinkedIn, Twitter, etc.)
 - VA Jobs Website

- VEC (Virginia Employment Commission)
- Winchester Star
- Other

2. * If you selected a source above please type "N/A" in the following box. If you selected "Other" please indicate where you heard about the position.

(Open Ended Question)

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jobs@jmu.edu (<mailto:jobs@jmu.edu?Subject=Hello%20again%22>)