

Job Description

Position Title: ArchivesSpace Community Engagement Coordinator	Department: CSCSS
Date: March 16, 2017	Reports to: ArchivesSpace Program Manager
Status: Exempt	

Summary Description:

LYRASIS is seeking an ArchivesSpace Community Engagement Coordinator. This role is responsible for user support, training, outreach, and communications across the ArchivesSpace community and also works closely with member groups responsible for user documentation and testing. S/he will work under the direct supervision of the Program Manager but in close collaboration with others including the ArchivesSpace Tech Lead, LYRASIS staff and community members.

Duties/Job Responsibilities:

- Participate actively in the ArchivesSpace community, with a particular emphasis on identifying and responding to member needs and concerns.
- Provide user support to individual members as needed; coordinate access to technical support as appropriate.
- Manage ArchivesSpace training program, including coordinating logistics and collaborating with instructor corps and Registered Service Providers to develop curriculum and provide face-to-face and online training; continually monitor and improve existing training offerings and develop new ones as needs arise.
- Coordinate online and in person events, including the annual Member Forum.
- Coordinate conference participation and represent ArchivesSpace at select national and regional conferences.
- Coordinate blog and webinar series encouraging ArchivesSpace users to share their knowledge and experience with others in the community.
- Manage marketing and print and online communications, including program website, in conjunction with LYRASIS Member Communications.
- Work with Testing sub-team to design and implement testing protocols.
- Work with User Documentation sub-team to identify and fulfill user documentation needs.
- Respond to general inquiries from members and nonmembers.
- Recruit and cultivate new members.

Required Knowledge, Skills and Abilities:

Required

- Master's degree with at least 3-5 years of experience in archives or closely related field
- Understanding of archival principles, functions, and workflows as they relate to accessioning, appraisal, arrangement, description, preservation, and access

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- Ability to work well in a distributed team environment with modest direction
- Effective time and project management skills
- Ability to communicate effectively both in person and virtually using a variety of media and technologies
- Willingness to travel to selected conferences and meetings

Preferred

- Knowledge of and experience with archival management systems including ArchivesSpace, Archivists' Toolkit, and/or Archon
- Experience creating and delivering training via a variety of methods
- Experience with XML-based library and archives metadata standards, including Encoded Archival Description (EAD), MARCXML, MODS, Dublin Core, and METS, as well as XSLT stylesheets associated with their transformation
- Familiarity with agile development methodologies

The position is part of a geographically and institutionally distributed team, and, as such, applications from candidates interested in telecommuting are welcome.

To Apply: All applications MUST be submitted with a cover letter for consideration, applications received by April 21, 2017 will receive priority consideration.

Please send your cover letter and resume to: human.resources@LYRASIS.org

About Us:

ArchivesSpace is an open-source, archives information management web application designed for managing descriptive information about archives, manuscripts, and digital objects. The application was first released in September 2013 and is sustained by an active member community of over 300 organizations (<http://archivesspace.org/community/whos-using-archivesspace/>). Community participation in and contributions to all facets of ArchivesSpace—development, code review, migration support, technical and user documentation and support—are key to the advancement of both the ArchivesSpace application and the community. LYRASIS is the organizational home for ArchivesSpace, providing resources and services to help grow, support and amplify the community's contributions.

LYRASIS partners with member libraries, archives and museums and other cultural heritage organizations to create, access and manage information with an emphasis on digital content, while building and sustaining collaboration, enhancing operations and technology, and increasing buying power. We collaborate with members to enrich, expand, acquire, digitize, host, support, manage and share their important, and often unique, collections.

A non-profit membership organization, LYRASIS was established in April 2009 with a collective history of legacy networks that dates back to 1936. LYRASIS continues its mission of supporting information professionals by offering creative solutions and increased savings opportunities.

With a diverse membership and large in scale, LYRASIS works closely with library and cultural heritage organization professionals and their staff to build and maintain valued relationships, making frequent connections with site visits, conferences and e-communications.

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LYRASIS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.