

AUDIO DIGITIZATION AND METADATA SPECIALIST



Overview:

The Country Music Hall of Fame and Museum seeks a project-based Audio Digitization and Cataloging Specialist to digitize and make publicly accessible content from the acetate audio collection of the Bob Pinson Recorded Sound Collection. The collection includes rare, fragile, and historically-significant recordings by artists such as Country Music Hall of Fame members Johnny Cash, Patsy Cline, and Bill Monroe. The goals of the project are to preserve and provide increased access to the Audio Collection; to create, organize, and add metadata about the collection to a digital asset management system, CONTENTdm; and to create a foundation for digital preservation for the Recorded Sound Collection Archive. Training will be provided for some aspects of the technical work, and metadata capture and workflow specific to this project. ***This project is supported by a grant from the National Endowment for the humanities.***

Audio Digitization and Metadata Specialist:

Reports to the Director of Digital & Library Collections. ***This is a project-based grant funded position scheduled to last 12 months at 40 hours per week with health insurance and benefits.***

Duties:

- Transfer of acetates to digital preservation files;
- Metadata capture and entry;
- Creation of High-definition archival master files;
- Creation and editing of lower resolution production files;
- Batch conversion of files to mp3 access files;
- Creating back-up safety files to LTO tape;
- Re-housing original recordings for archival storage;
- Assist in creation of reports as required by granting agency and employer.

Requirements:

- Applicant must have basic knowledge of professional audio recording and editing software such as Cubase/ProTools/BiasPeak Studio and should be familiar with audio signal workflow and routing.
- Experience in audio digitizing and reformatting is desired but not required.
- Master's Degree in Library and Information Science from an ALA accredited institution preferred.
- Expertise in country music history is not a requirement, but some knowledge and respect of the genre is preferred.

- Cataloging experience.
- Ability to properly handle fragile and rare archival materials.
- Experience with CONTENTdm or similar digital asset management system preferred.
- Applicant should be detail oriented and work peacefully in archival environment.
- Ability to communicate clearly and concisely, both orally and in writing.
- Sound judgment to identify and report problems to supervisor and contribute to resolving them.

Additional Information:

- The Country Music Foundation is drug free workplace and an Equal Opportunity employer that welcomes diversity and encourages all qualified applicants to apply for open positions. All offers of employment are subjected to and contingent upon the successful completion of background check and employment verification including E-verify processes.
- To apply for this position, please send resume, cover letter, 3 reference contacts and salary requirements to hresources@countrymusichalloffame.org

No phone calls please.