CONTENT CAPTURE LIBRARIAN

The Country Music Hall of Fame® and Museum has an opening for a full-time exempt Content Capture Librarian in the Digital & Library Collections Department.

Company Overview: The Country Music Hall of Fame® and Museum seeks to collect, preserve, and interpret the evolving history and traditions of country music. Through exhibits, publications, and educational programs, the museum teaches its diverse audiences about the enduring beauty and cultural importance of country music. See all available opportunities here: Employment.

Departmental Overview: Our department is responsible for organizing and digitizing the museum collection that consists of over 2 million items and includes Hatch Show Print. The goals of the department are to preserve and provide increased access to the collection through digitization of prioritized analog collections, born digital collections, and CMHFM digital productions; to create, organize, and migrate metadata to a digital asset management system; and to migrate various digitized collections into the existing infrastructure in a consistent manner in direct support of the museum mission.

Job Overview: The Content Capture Librarian will be responsible for creating and entering metadata of Content Capture Collection into Country Music Foundation digital asset management system and migrating existing digital content files into the DAM infrastructure.

Specific Job Duties:
- Create and enter metadata of Content Capture Collection into Country Music Foundation digital asset management system.
- Migrate existing digital files of content capture collection into DAM infrastructure.
- Catalog digitized collections in a consistent manner.
- Assist with museum collection organization.

Minimum Qualifications:
- Master's Degree

Preferred Qualifications:
- Master's of Library & Information Science from ALA accredited program.

Essential Competencies (Knowledge, Skills and abilities needed for success in the position):
- Knowledge of digitization metadata best practices and techniques.
- Cataloging experience.
- Familiarity in working with a variety of formats is highly desirable as is a working knowledge of country music.
- Ability to use Adobe Photoshop and Audio and Moving Image software programs.
- Experience with CONTENTdm or similar digital asset management system.
- Ability to communicate clearly and concisely, both orally and in writing.
- Sound judgment to identify and report problems to supervisors and contribute to resolving them.

- Ability to work within a consistent infrastructure.

Conditions of Employment:
- Must believe in cataloging
- Must pass a background check and driving record check