DIGITAL COLLECTIONS SPECIALIST IN THE LEARNING SCIENCES
(Full Time, Temporary)

Overview:

The Country Music Hall of Fame® and Museum, in partnership with Vanderbilt University, seeks a Digital Collections Specialist in the Learning Sciences to digitize audio, moving image, photo and print collections housed at the Country Music Hall of Fame and Museum and work within the Digital & Library Collections Department. The successful candidate will play a vital role in the development of resources for creating Digital Spatial Story Lines related to country music history in the Nashville geographic region for a National Science Foundation grant with Vanderbilt University. Training will be provided for some aspects of the technical work, and metadata capture and workflow will be consistent.

Accredited by the American Association of Museums in 1987, The Country Music Hall of Fame® and Museum is operated by the Country Music Foundation, a non-profit, 501(c)(3) educational organization chartered by the state of Tennessee in 1964. The mission of the CMF is to identify and preserve the evolving history and traditions of country music and to educate its audiences. Functioning as a local history museum and as an international arts organization, the CMF serves visiting and non-visiting audiences including fans, students, scholars, members of the music industry, and the general public – in the Nashville area, the nation, and world. With the same educational mission, the Foundation also operates the Museum's Frist Library and Archive, CMF Press, CMF Records, historic RCA Studio B, and Hatch Show Print.

Role Summary:

Digital Collections Specialist in the Learning Sciences:

This is a full-time 18 month position with health insurance and benefits. This position reports to the Director of Digital & Library Collections. Specific Duties include but are not limited to the following:

- Digitize collections and enter metadata of Collection into Country Music Foundation digital asset management system, CONTENTdm.

- Properly handle fragile and rare archival materials.
- Support the preparation of materials for digitization and digital spatial storyline development.
- Re-house analog items.
- Participate in Vanderbilt University research and seminar meetings related to digital spatial storyline development.

Key Qualifications:

- Understanding and work experience with basic activities of data curation (e.g., picking and using standard ontologies, familiarity with typical visualizations of semantic web data).
- Demonstrable interest in (direct experience preferred) research and development of environments in which adolescents and adults use archival information to learn or pursue their own interests.
- Willingness to read, discuss with others, and learn about basic research in learning sciences and information design.
- Willingness to read, discuss with others, and learn about research on visitor studies and learning in museum and library settings.
- Familiarity with the history of American Roots music and Civil Rights activism, in addition to an interest in contemporary practices of both.
- Experience with and interest to learn more about digital mapping and spatial analysis and modeling (e.g., map-based visualizations of cultural heritage information).
- Facility with open source coding and markup languages sufficient to work with information structured as a semantic web.
- Master's Degree in Library and Information Science from an ALA accredited institution or comparable education.
- Knowledge of digitization 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 properly handle fragile and rare archival materials.
- Ability to use Adobe Photoshop and Audio and Moving Image software programs.
- Experience with CONTENTdm or similar digital asset management system.
- Someone who enjoys digitizing and cataloging rare, unique, and fragile collections.
- 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 maintain consistency in creation of metadata, file naming, and file formats.

Benefits:

We offer excellent benefits including paid time off, paid holidays, free parking, retail and restaurant discounts, complimentary museum admission and several reciprocal arrangements with local institutions including the Nashville Zoo, Cheekwood and more. All employees who regularly work 30 or more hours per week are eligible for medical, dental, and vision insurance benefits. The Country Music Hall of Fame® and Museum is operated by the Country Music Foundation, a not-for-profit 501(c)(3) educational organization and therefore qualifies for Federal Student Loan Forgiveness Programs.

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 a background check and employment verification.

To apply for this position, please send resume to **hresources@countrymusichalloffame.org**

No phone calls please.