HSCL is hiring!

**Digitization Specialist**

On site or telecommuting position available immediately

Hosting Solutions and Library Consulting (hslc.org) is a non-profit support organization that centrally administers the POWER Library (powerlibrary.org) on behalf of the Office of Commonwealth Libraries under the Pennsylvania Department of Education.

HSCL is currently seeking our next Digitization Specialist, who will manage the discovery and repository tools for POWER Library digital collections, which are collectively known as PA Photos and Documents. The selected candidate will take the lead support role for the creation, maintenance and stewardship of the PA Photos and Documents digital collections. This position will also coordinate workflows and policies as they pertain to the statewide digital program; providing technical expertise in the application of methods used to grow, develop and manage digital collections. In addition, the Digitization Specialist will work collaboratively with other digital initiatives, such as PA Digital. Support provision includes initial and ongoing training of both the collection managers and the users of the archives. Training and/or formal presentation experience is highly desirable. Training is offered virtually and in-person; some travel will be required (once it is safe to resume in-person training).

The ideal candidate for this position must have effective communication and interpersonal skills in group settings; the ability to organize time, manage projects, work effectively in a team environment; and the ability to work accurately and with attention to detail.

Experience must include creating digital projects and exhibits, knowledge of strategies and best practices for digital object creation, curation, delivery and preservation; experience working with digital asset management, digital repository and/or digital Archives systems; working knowledge of Drupal and/or SOLR is a plus; experience with Islandora software is highly desirable.

This position requires a Master’s degree, in Library and Information Science (from a college or university accredited by the American Library Association), Information Technology, or a closely related field, along with experience working with non-MARC metadata schema, experience handling of rare books, paper, manuscripts, photographs and maps, and experience with using archival and content management systems.

Salary dependent upon qualifications. Excellent benefits package.
To apply:

Individuals should submit a resume, three professional references, and a cover letter explaining their qualifications for the position by July 31, 2020.

Submit to:
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Learn more about HSLC: www.hslc.org

EOE/ADA