

Duties and Responsibilities

Reporting to Chief of Collections Management & Access, provide support for the discovery of and access to the Library’s digitized bibliographical content through metadata analysis, creation, harvest, enrichment, and maintenance. As part of the Library’s commitment to making its digitized materials widely accessible, assign metadata and contribute records to Arcade (the Library’s shared online catalog), Frick Digital Collections, and other scholarly resources, including OCLC WorldCat, Internet Archive, Getty Research Portal, Digital Cicognara Library, and Digital Public Library of America. Perform metadata audits of existing digital collections and participate in migration of legacy digital collections to new platforms. Assist with the documentation of local practices in accordance with national standards and best practices for creating access to digitized collections. Explore, propose and implement new workflows, processes, and systems to improve efficiency and facilitate access to the Library’s digitized resources (e.g. copyright clearance, ADA compliance, metadata creation/transformation/remediation/enhancement). Serve as a liaison from the Book Department to the Digital Lab to synchronize workflows and contributions to the institutional DAMS. Assign Dublin Core, Library of Congress Subject Headings, and authorized forms of names as required for discovery sources. Register, request, and deliver backlogs of digital files from past projects so that broader access and preservation may be implemented. Participate in the grant-funded BIBFRAME LD4P (Linked Data for Production) project. Contribute to departmental policies for digital metadata. As time permits, embed Library digital projects in Wikipedia, Pinterest, and other social media sites to further increase access and exposure. Contribute to grant proposals, online exhibitions, and special projects as needed. Participate in internship programs related to digital projects.

Requirements

ALA-accredited master’s degree in library/information science; minimum of one year’s experience with library digital programs; demonstrated knowledge of digital production, including digitization, metadata creation, metadata harvest, data exchange, and preservation best practices and standards; working knowledge of established and emerging metadata schemas, such as Dublin Core, MARC21, RDA, BIBFRAME, and of digital file formats; experience creating, maintaining, and migrating metadata; familiarity with OCLC Connexion and integrated library systems; experience with digital content management systems such as CONTENTdm, D-Space, or Xinet; knowledge of scanning standards and procedures for special collections; familiarity with preservation standards and requirements for handling special collections; experience or familiarity with MarcEdit, OpenRefine, Python, and SQL; familiarity with implementing APIs; demonstrated ability to learn new technical skills quickly; demonstrated project management skills; ability to work creatively, collaboratively and effectively both as a team member and independently; strong interpersonal, oral and written communication skills.
Preferred: Experience with Innovative Interfaces Inc. Millennium or Sierra integrated library system; successful experience with grant-writing; working knowledge of one or more Western European languages; experience with collection development and content curation; familiarity with semantic metadata initiatives; knowledge of Library of Congress authority files; experience with Google Open Gallery, Omeka, or other digital exhibition platforms; relevant experience with the creation and use of social media in research library contexts.

Benefits in Employment with the Frick Collection

Full-time employees are eligible to participate in group life, health, and dental insurance plans. Employees contribute to the cost of their health insurance based on income level and type of coverage selected. Other benefits include Short and Long Term Disability insurance, employee contributed tax deferred annuity, flexible spending plans for health, dependent care and commuting costs, generous defined benefit pension plan with participation after one year of service/vesting after five years of service, 13 paid holidays, accrual of 12 vacation days the first year of employment, accrual of 25 vacation days thereafter. All employees may access free or discounted admission to most of New York’s finest museums. The Frick provides employees with a discount on Museum Shop purchases and an on-site employee dining service. The Frick offers a beautiful and pleasant work setting and excellent opportunity to appreciate some of the world’s finest works of art.

Please send resume and cover letter including salary requirement to:

Chief, Collections Management & Access

e-mail: jobs@frick.org

The Frick Collection

1 East 70th Street
New York, NY 10021

Include: Assistant Metadata Librarian for Digital Resources in subject line of email

No phone calls please.

Inquiries without cover letter and salary requirements will not be considered.

Equal Employment Opportunity has been, and will continue to be, a fundamental principal at The Collection, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, national origin, age, marital status, alienage or citizenship status, sexual orientation, disability, pregnancy, military status, creed, genetic predisposition or carrier status or any other protected characteristic as established by law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. This description shall not be construed as a contract of any sort for a specific period of employment.