

JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks
It may be varied from time to time at the discretion of the School, in consultation with the post holder.

Vacancy No: 000339

Job Title: Digital Content Curator (ELAR)
Department: Linguistics
Grade: 6
Accountable to: ELAR Director
Responsible for: Communicating with depositors and potential depositors; uploading, checking, and curating digital language documentation; website content preparation; keeping records; assisting in training; other administrative duties.
Tenure: A full time position with tenure initially until 31 July 2014

Job Summary:

To assist ELAR Director and staff with communicating with current and potential depositors; uploading, checking, and curating digital language documentation; content preparation for website and other distribution; keeping records; assisting in induction and training; other administrative duties.

Key Tasks

In close collaboration with the ELAR Director, other ELAR and HRELP staff, and ELAR depositors, the digital content curator will deal with the complete project life-cycle of language documentation materials. Duties include communicating with depositors and potential depositors, uploading data, evaluating data (including audio, video and specialist language documentation materials), diagnosing and addressing problems, document processing, data corpus management, keeping records, preparing website content; researching and compiling information and reports about deposits; assisting ELAR and HRELP staff in training.

Competency and Evidence

Communication

Oral:

- a. Communicate regularly with ELAR Director, ELAR staff, HRELP colleagues, and with ELAR depositors/clients.

Written:

- b. Regular and detailed communication with ELAR clients and HRELP staff. Keep detailed records and logs, write content for the online catalogue, and write short reports and other documents for guiding and informing clients.

Teamwork and Motivation

- a. The digital content curator will work closely with the Endangered Languages Archive team and the HRELP team, and will support the members of the teams with

technical collaboration across the archiving workflow.

- b. Ability to work in a small team as well as on own initiative in an organised and methodical manner.

Liaison and Networking

- a. The digital content curator will have regular contact with international depositors and other archive clients by email, telephone and in person.

Service Delivery

- a. Very high level of accuracy and attention to detail.
- b. Ability to manage, assess and process a variety of document and media files.
- c. Excellent written and oral communication and record keeping skills.
- d. Ability to create technical and training guidelines and documents.

Decision Making Processes and Outcomes

- a. The digital content curator will make decisions in collaboration with others as part of the Endangered Languages Archive team and the HRELP project teams, and also to make decisions independently about data evaluation and management, following provided guidelines.

Planning and Organising Resources

- a. The digital content curator will make decisions, following instruction and independently, about organization and structure of language documentation data files.
- b. The digital content curator will work independently to evaluate and manipulate data and will need to organize their time and plan their work to meet archive standards of accuracy and completeness.
- c. The digital content curator will need to be efficient in planning and organizing their time and ensure that processes are carefully documented

Initiative and Problem Solving

- a. The digital content curator will regularly deal with a range of problems with data and make decisions about either solving them, researching solutions, or raising them for discussion amongst other members of the ELAR team and the HRELP project team.

Analysis and Research

- a. Knowledge of the nature and form of language documentation or related digital data is essential.
- b. The digital content curator will perform detailed operations on language documentation data requiring a high degree of accuracy, and will research solutions to problems.
- c. The digital content curator will prepare curatorial descriptions of deposits for publication in the online archive.

Sensory and Physical Demands

- a. The role requires significant periods working at a computer.

Work Environment

- a. The digital content curator will work in a stable, clean environment.

Pastoral Care and Welfare

- a. The role holder is required to show sensitivity to those who may need help (archive clients, and other colleagues) and where necessary to seek additional help or advice from other ELAR and HRELP staff.

Team Development

- a. The digital content curator will give advice, guidance and feedback on the basis of

their own knowledge or experience, suggest improvements, and highlight any issues encountered.

- b. The digital content curator will have a flexible approach to handling and sharing tasks.
- c. The digital content curator will stay current with trends in digital archiving and be willing to undertake training and skills enhancement.

Teaching and Learning Support

- a. The digital content curator will assist in the training of interns, casual staff, students and grantees.

Knowledge and Experience

- a. The digital content curator will have sufficient knowledge, skills and experience to be able to work on the day to day duties of the post without continuous reference to others. Knowledge and skills in computing file systems, office and linguistic software, text and document encoding and processing, data management techniques, and media file formats will be required. A knowledge of linguistics or language documentation would be an advantage.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post.

PERSON SPECIFICATION

Job Title:	Digital Content Curator (ELAR)
Department:	Linguistics

Essential Skills, Knowledge, Experience

1. High level skills in office computing and in working with text and audio/video documents.
2. Good analytical and problem solving skills.
3. Understanding of the role of metadata and standards in archives and data management.
4. Understanding of digitisation theory and practices.
5. Skills in one or more of: HTML, XML, regular expressions, or a scripting language.

Essential Qualifications

Degree in Linguistics, Information Technology, Information Systems, Library Technology, or related field; or equivalent experience.

Essential Personal Qualities

1. An interest in endangered languages and language documentation.
2. Ability to deal with a wide variety of people.
3. Commitment to providing excellent service through teamwork and attention to detail.

Desirable

1. Study, research or field experience in a relevant humanities area; familiarity with language fieldwork or documentation.
2. Previous experience of working in an archive, library or museum setting and preserving and migrating digital resources.
3. Experience working with digital language documentation resources.
4. Experience in basic database design and maintenance.
5. Cross-cultural work experience and/or familiarity with a language other than English.
6. Experience in teaching or training.

Closing date for applications: 5th January 2012

Interviews are provisionally scheduled for week commencing 30th January 2012.

Job applicants who have been shortlisted would normally be notified within six weeks of the closing date. If you have not heard from the Human Resources Directorate by this date, please assume that your application for employment has been unsuccessful on this occasion.

SOAS values diversity and aims to be an equal opportunities employer.