Digital Libraries Department:
Digital Projects Graduate Services Assistant

Number of positions available: 1

About the Program

The UNT Libraries offer full-time graduate students professional experience through their Graduate Services Assistantships and Research Assistantships (https://www.library.unt.edu/jobs/gla-gra). These positions provide tuition benefit program hours and are benefits eligible during the fall/spring semester, but summer positions are paid hourly with limited benefits eligibility. For grant-funded assistantships, benefits vary according to the grant. See full details here. (https://www.library.unt.edu/jobs/gla-gra)

Department Overview

The Digital Projects Unit supports the UNT Libraries with digital services including imaging, archival storage of electronic files, metadata development, and other activities as needed. We vigorously pursue research opportunities in digital preservation and access and remain active in state, national, and international professional organizations. Through collaborative efforts such as The Portal to Texas History and the UNT Digital Library, we freely provide digital content to a worldwide audience.

Position Description

In this position, you will assist with digitizing cultural heritage materials using both photographic and scanning equipment. Materials to be captured include documents, photographs, books, negatives, maps, posters, and other items. These materials will be uploaded into The Portal to Texas History and/or the UNT Digital Library.

Position Responsibilities

- Photographing cultural heritage materials using a Phase One camera system and Capture One software
- Adjusting camera, lens, lighting, and material support equipment as needed for different material types
- Developing stable workflows and consistent practices for different material types that can be replicated
- Organizing image files according to lab practices and standards
- Adhering to established lab imaging standards
- Documenting workflows and project information on interdepartmental wiki and Trello boards
- Conducting quality control of own digital images
- Digitizing materials on other equipment as needed
- Other duties as assigned

Hours and Location

This position is part-time at 20 hours per week. Students may set their own schedules but are expected to work during regular lab hours which are Monday through Thursday 9:00 a.m. – 7:00 p.m. and Friday 9:00 a.m. – 6:00 p.m. The Digital Projects Lab is located in Willis Library.

Duration

Fall 2021-Spring 2022. Dependent upon funding summer employment may also be available.

Minimum Qualifications

You must be a full-time graduate student. You should also possess these qualifications:

- Education or significant experience in photography
- Proficiency in digital image capture
- Facility with visual details
- Knowledge of Photoshop or other image-editing programs
- Ability to pay close attention to detail
- Ability to perform repetitive tasks and produce high quality output
- Ability to work systematically and methodically through workflows
- Ability to follow written and oral instructions
- Proven problem-solving skills
- Strong organizational skills
- Familiarity with both Mac and Windows operating systems

Preferred Qualifications

- Bachelor's degree in photography or related discipline
- Previous cultural heritage imaging experience in a library or museum setting
- Experience with Capture One software a plus

Contact for More Information

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Application Process for Graduate Assistantships

To participate in the Libraries' graduate assistant program, you must be a full-time graduate student. We welcome a variety of majors into the program, but some jobs may require specific subject specialties. See individual position descriptions for additional required qualifications or training. You may apply for as many positions as you wish.

Requirements
First, apply to the Libraries' graduate assistant program by providing the following documents.

- **Your resume**
- **Unofficial Transcript**
- **A list of three professional references, which includes contact name, phone number, and email address**
- **Cover letter**

Applications and all supporting documents should be submitted to Lib_Grad@unt.edu.

If you wish to claim veteran's preference, you should also submit a Veterans Self-Identification form along with applicable documentation such as your DD214. For veteran's forms please go to the Veterans Self-Identification Reports page. (http://www.untsystem.edu/forms/human-resources/veteransself-identification-reports)