



FACTUM
FOUNDATION
FOR DIGITAL TECHNOLOGY
IN CONSERVATION

Job description: Digital Archivist

Factum Foundation for Digital Technology in Conservation is a world-leader in the digitisation of cultural heritage objects and sites, including manuscripts and many other “2D” works on paper and other media. The Foundation is looking for an experienced and resourceful digital archivist to start as soon as possible, initially to work part-time on a 2-year project to digitise and publish online c. 60 manuscripts; the originals are held in c. 30 libraries across Europe and the Middle East. You would ideally be based in the Foundation’s offices in Madrid or Venice, although for a candidate able to start immediately it would be possible to work from home from elsewhere initially.

Responsibilities

- Maintain a digital content management system for the files (using CONTENTdm by OCLC)
- Secure permissions for recording with manuscript-holding institutions
- Plan trips to record manuscripts (recording will be undertaken by professional photographers)
- Oversee manuscripts after the point of digital image correction, ensuring appropriate addition of metadata and formatting for online display
- Advise on IP issues involved, on future addition of metadata, and on future expansion of the archive
- Archive all project documentation
- Desirable: Advise on issues of setting up a much broader archive, involving books and documents from existing archives and private collections, still photographs, films, and 3D digital models

Qualifications

- Postgraduate qualification in archiving
- Experience of working on a digitisation project, and familiarity with the software and technical processes involved in formatting files and metadata for online display
- Excellent English or Spanish and good working knowledge of the other language; Arabic would be an advantage.

The role will begin as soon as an appropriate candidate is identified. Please send cover letters and CVs to elizabeth.mitchell@factumfoundation.org. Please include your salary expectations in your cover letter.

Factum Foundation is a not-for-profit organisation established in 2009 to demonstrate the importance of documenting, monitoring, studying, recreating and disseminating the world’s cultural heritage. Through the rigorous development of high-resolution recording and re-materialisation techniques, it aims to break down the barriers between traditional and digital arts and apply the outcomes to the preservation and sharing of cultural heritage. Among other activities, the Foundation develops new techniques in digital recording and processing, builds digital archives to preserve these records, translates data into physical facsimiles, mounts exhibitions, and sets up training courses across the world.

<https://www.factumfoundation.org>