



Position Title: Scanning Manager

Job Type: Contractor

Location: Seattle, WA

ORGANIZATION DESCRIPTION

NABS's mission is "To lead in the pursuit of understanding and addressing the ongoing trauma created by the U.S. Indian Boarding School policy." We support this mission through our programs in education, advocacy, and healing.

POSITION OVERVIEW

The National Native American Boarding School Healing Coalition (NABS) is looking for one professional contractor to fill the role of Scanning Manager. The position is full-time and will take place over the course of 6-weeks. The position will be **open until filled and pending the reopening of NARA**. Salary will be with a total contract amount of: \$5,640 (\$940 per week). Contractors are not eligible for employee benefits.

PRIMARY RESPONSIBILITIES

NABS seeks a motivated and task-oriented professional contractor Scanning Manager to work towards the creation of the first ever National Indian Boarding School Digital Archives (NIBSDA). This position falls under the direct oversight of the Director of Digital Archives (DDA) and will manage two Scanning Technicians as part of a field-team. This position will lead scanning activities of National Archives Records Administration (NARA) historical documents at the NARA Center in Seattle, Washington. The Scanning Manager will work an 8-hour workday during regular business hours.

The Scanning Manager's primary duties will consist of coordinating and overseeing all aspects of the field-team digitization process, tracking, quality control, and metadata creation workflows and activities. They will supervise and train two Scanning Technicians in NABS-established digitization procedures and workflows; work closely with the DDA in managing the criteria and process of digitization priorities, operate, configure, calibrate, and troubleshoot equipment, hardware, and software used in project scanning activities; compile reports and statistics for analysis by the DDA; and review all scanning works produced as well as cataloging and metadata documentation—in Microsoft Excel—for an anticipated 135,000 pages of boarding school records. The Scanning Manager is responsible for maintaining budgeted hours of technicians and makes recommendations for budget requests relating to equipment and software.

The Scanning Manager will be provided training on the implementation of institutional content standards and best practices of describing archival collections held in the NIBSDA.

QUALIFICATIONS

Must Have:

- MLIS degree or a master's degree in a related discipline in the humanities or social sciences with formal training in archival theory and practice.
- Two or more years of relevant experience required, with a preference for three to five years of relevant work experience. Relevant experience should include responsibility for staff supervision **and/or** the management of archival workflows, digital imaging.
- Commitment to completing 240 total hours.



- Advanced computer skills; especially in operating Microsoft Word & Excel
- Demonstrated knowledge of digital imaging equipment and software operation.
- Ability to manage complex detailed workloads using considerable judgement and initiative with the flexibility to adjust to frequent changes and reprioritizations.
- Understanding of archival preservation principles such as original order, respect du fonds, and provenance.
- Excellent written, verbal, analytical, organization, and interpersonal skills, with the ability to work effectively both independently and as part of a team, and to interact well with both technical and non-technical colleagues.
- Demonstrated professional communication and writing skills appropriate for a business environment.
- Flexibility with start and end dates.

Good to Have:

- Strong ability to track changes in production, time manage, and meet deadlines.
- Strong ability to maintain consistency in reporting to supervisor.
- Demonstrated understanding of current library and archival professional standards and trends and technologies related to digital imaging and digital projects.
- Understanding of information management concepts such as controlled vocabularies, authority control, metadata schema, data curation in order to facilitate discoverability, access, and usability of digital collections.
- Demonstrated experience in applying, or supervising the application of, current archival and special collections descriptive practices and principles, including DACS.
- Familiarity with LCSH and controlled access point frameworks, with the ability to learn relevant vocabularies.
- Ability to read and analyze typescript and long-hand cursive from historical documents.
- Experience with, or ability to learn, digital collections processing.
- Some research and analysis experience preferred.
- Experience working with Native communities or knowledge of American Indian history, particularly U.S. Indian boarding school history.

DEADLINE FOR APPLICATION HAS BEEN EXTENDED TO: OPEN UNTIL FILLED

APPLICATION INSTRUCTIONS

All applications will be received via email. No phone calls or snail mail.

Please submit letter of interest, resume, a list of computer programs with which you are familiar, and two non-personal references w/ email and phone number **all in one** PDF file.

E-mail applications to:
scurley@nabshc.org

Subject Line: Contractor Submission

**Application deadline is
Open Until Filled**