

# Assistant Digital Archivist

## Rockefeller Archive Center

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The Rockefeller Archive Center seeks a tech-savvy, innovative, and self-motivated individual to join the RAC Digital Program in the position of Assistant Digital Archivist. The Assistant Digital Archivist will lead the RAC's disk imaging and digital forensics activities, developing imaging workflows for all digital media formats and collaborating with RAC archivists to outline image disposal criteria and create appraisal and disposition workflows. The Assistant Digital Archivist will create documentation and provide training throughout the RAC on viewing and interpreting disk images using digital forensics software, and assist in creating description and access to digital archival materials. This position reports to the Assistant Director, Head of Digital Programs.

### Duties and responsibilities include:

- Manages digital curation and preservation tasks including digital media inventorying, disk imaging and digital forensics.
- Creates documentation and provides training on digital forensic techniques, including imaging disks, verifying file authenticity, producing forensics metadata and searching for personal identity information.
- Records and maintains metrics for activities related to the media inventory and disk imaging and ingest procedures.
- Tests disk imaging ingest into Archivematica, and manages Archivematica transfer backlog.
- Identifies and inventories physical digital media throughout RAC collections.
- Collaborates with RAC archivists to outline the disposal, description, and access processes and applicable policies for born-digital materials.
- Aids in the development of additional RAC initiatives related to the care of born-digital materials, including migration policies, distributed digital preservation processes, and emulation strategies.

### Critical skills and expertise:

- Knowledge of digital preservation principles and digital forensics techniques
- Strong command of archival theory and best practices, especially as they relate to the particular issues posed by born digital content.
- In-depth knowledge of digital preservation standards: PREMIS, OAIS, TDR
- Familiarity with EAD, DACS, Dublin Core, METS, MODS, XML/XSLT and other data standards relevant to the archival control of digital collection materials.
- Experience with a wide range of computing operating systems, storage systems, and file formats.
- Familiarity with disk imaging techniques using Kryoflux and FRED, digital forensics software (Forensic ToolKit, BitCurator), digital preservation management software (Archivematica) and archival description software (ArchivesSpace)

- Knowledge of copyright, donor restrictions, and permissions issues related to processing digitized and born digital material.
- Aptitude for complex, analytical work with attention to detail.
- Ability to work in a team-oriented approach with fellow staff members towards the organization's goals.
- Excellent written, verbal, analytical and organizational skills.
- Ability to work independently on multiple projects and priorities.
- Willingness and desire to take initiative.

Required Education and Experience:

- ALA-accredited masters degree in library, information, and/or archival science or equivalent masters degree.
- Minimum one to three years professional experience in library or archival setting.

About the RAC:

The Rockefeller Archive Center (RAC) is an independent archive and research center dedicated to the study of philanthropy and the diverse domains it shapes. It was established in 1974 to assemble, preserve, and make accessible the records of the Rockefeller family and their wide-ranging philanthropic endeavors. Today, the Center's growing holdings include materials from numerous non-Rockefeller foundations and nonprofit organizations, including a wide variety of digital media formats and files.

The RAC is located 20 miles north of New York City in Westchester County, and is easily accessible from major highways and by train from Grand Central Terminal in New York City to Tarrytown on the Metro-North Hudson Line.

Application Process

The Rockefeller Archive Center is an equal opportunity employer. We are committed to the support and encouragement of a multicultural environment and seek candidates who can make positive contributions in a context of ethnic and cultural diversity.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume via email or mail to:

Rockefeller Archive Center  
15 Dayton Ave  
Sleepy Hollow, NY 10591  
[careers@rockarch.org](mailto:careers@rockarch.org)

No telephone or fax inquires please.