**Queens Memory Program Coordinator**

Queens Library is a national and international leader in the delivery of public library service.  We transform lives by cultivating personal and intellectual growth and by building strong communities. Queens Library welcomes innovators and leaders to contribute to a long history and dynamic future of offering pioneering programs and services to the most diverse county in the United States.  Queens Library is a private, non-profit corporation with 1,700 employees serving 65 locations.

Queens Memory Program Coordinator is responsible for facilitating the flow of materials donated via the Queens Memory program from initial accession through final processing and public access. This includes supervision and training of full-time clerical staff, volunteers and interns contributing to the processing of materials and the production of live Queens Memory events. Responsible for contributing to strategic planning team for campaigns and other long-term initiatives working with outside partners. Distributes tasks to optimize productivity and for performing clerical, internal customer service and technical duties. Responsible for community outreach, event promotion and planning, digital asset creation, metadata capture and communications with staff, volunteers and interns contributing to the library’s digital archives.

* Trains and supervises staff, volunteer, and intern workers on audio editing, digitization, metadata capture, and data entry tasks.
* Trains, supervises and evaluates clerical functions, including data entry, digitization and materials preparation.
* Distributes work to optimize flow of materials through the division.
* Responsible for following digital accession policies and procedures for participant donations to Queens Memory.
* Organizes materials to assist in description and processing activities.
* Follows established procedures to ensure proper filing and storage of digital and paper records.
* Creates timecode outlines for interviews.
* Identifies and edits interview excerpts that will appear on the public website.
* Completes initial metadata research and data entry for digital archives collections, including oral histories, maps, documents, ephemera, photographs and news clippings.
* Coordinates staff to conduct community outreach to Queens’ residents.
* Manages communication with Queens Memory participants.
* Conducts trainings for the public in oral history and personal digital archiving practices.
* Responsible for drafting regular communications to promote events and tracking event metrics.
* Digitizes materials in a variety of formats including photograph, maps, manuscripts, rare books and other materials as needed.
* Follows Queens Library’s best practices for digital preservation (file naming, storage protocol and documentation). Trains and assists Office Aides, Office Associates and Technical Support Aides in these activities.
* Processes digitized materials to improve discoverability including OCR workflow for making digitized print materials full-text searchable. This can include help with written translations for library marketing materials and collection materials processing. May also include team projects for Metadata Services, such as collection inventory tasks and database clean-up projects.
* Performs other duties as required.

***\*The schedule for this position includes evening and weekend events.\****

**REQUIRED QUALIFICATIONS:**

* High School Diploma or Equivalency Diploma.
* Organizational and written communication skills required.
* Must be proficient with MS Office (Outlook, Excel, Access, Word).
* Familiarity with database software.
* Ability to learn new digitization and preservation technology.
* Able to perform independently, be self-motivated, adapt to constant change, and juggle multiple tasks with a positive attitude.
* Attention to detail and accuracy.
* Ability to work well as a team member.
* Willingness to adapt to new technologies and processes.
* Must communicate professionally in written, in-person, and telephone interactions.

**PREFFERED QUALIFICATIONS:**

* Additional technology education preferred.
* Familiarity with DAMS, CMS, ILS, Virtua and Vital preferred.
* Experience in a library setting preferred.
* Experience working in a technical capacity and in planning and conducting public cultural programs preferred.
* Experience with overhead scanner, book scanner, flatbed scanner preferred.

**TO APPLY:**  Please email your resume and cover letter to: [QLcareers@queenslibrary.org](mailto:QLcareers@queenslibrary.org) and reference **“Queens Memory Program Coordinator – EXTERNAL”** in the subject line. Resumes will only be accepted by email.

**The Queens Library is an Equal Opportunity Employer.**