



UNIVERSITY OF
GEORGIA

UNIVERSITY LIBRARIES

Audiovisual Systems Archivist and Access Coordinator

The Audiovisual Systems Archivist and Access Coordinator plays a critical role in managing and optimizing audiovisual and oral history digitization, metadata workflows, and system integrations across Special Collections. This position provides strategic leadership in planning and implementing sustainable, efficient workflows for audiovisual digitization, metadata migration, and access to audiovisual materials. Working closely with the Digital Archivist and other colleagues in Special Collections' Digitization and Data unit and the Libraries' Discovery and Digital Services unit, the librarian supports system integrations, explores emerging technologies—including AI-based solutions—and leads professional development efforts to enhance audiovisual preservation and access.

The Brown Media Archives is one of the largest media archives in the country. The Archives includes six news collections from across the state of Georgia and the WSB Washington DC Bureau tapes as well as 5 million feet of newsfilm, folk music field tapes, home movies, Georgia-related broadcasting, and large collections related to the University of Georgia. The Brown Media Archives staff are also responsible for the management and care of the audiovisual collections associated with the Hargrett Rare Books & Manuscript Library, the Russell Library for Political Research and Studies, and the Peabody Awards Collection.

The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (hrweb@uga.edu).

Please consider applying at <https://www.ugajobsearch.com/postings/417722>

Audiovisual Systems Archivist and Access Coordinator

Responsibilities:

Workflow & Systems Integration

- Leads efforts to integrate audiovisual and oral history digitization, processing, and metadata workflows across Special Collections.
- Optimizes and streamlines workflows by identifying efficiencies in metadata management, digitization processes, and system interoperability.
- Plans and implements system migrations in collaboration with the Digital Archivist and Discovery and Digital Services Unit, including oral history and audiovisual collections content management systems.
- Oversees and refines tracking systems, including Airtable, to identify opportunities for automation and increased efficiency in licensing, digitization, and preservation workflows.
- Works with colleagues to integrate workflows with other library systems (e.g., Aeon, Digital Library of Georgia).
- Collaborates with the Digital Archivist and other colleagues to implement AI-driven enhancements for preservation and access, such as:
 - Whisper-generated transcripts and closed captions.
 - Automated metadata extraction and indexing tools.
- Manages and enhances the use of Collective Access for audiovisual materials, including improving website accessibility and incorporating metadata from the Digital Library of Georgia.



Audiovisual Preservation & Digitization Leadership

- Oversees media order fulfillment by maintaining audio and video equipment used for digitization, monitoring the queue of digitization requests, and providing quality control checks on digitized files
- Manages vendor digitization workflows
- Ensures quality control of digitized audiovisual materials

Managing Audiovisual Licensing Workflows

- Enhances and streamlines the content licensing process to ensure archival producers can efficiently license and reuse SCL archival materials.

Professional Development and Community Engagement

- Leads workshops and presentations on emerging audiovisual preservation tools and best practices for faculty, staff, and community partners.
- Collaborates with the SCL colleagues to grow community-based audiovisual digitization initiatives.
- Engages in professional development and contributes to national conversations around audiovisual preservation, digital libraries, and metadata management.

Salary and Benefits:

Minimum salary is \$60,000. UGA librarians are non-tenured faculty members with an annual professional development allotment of \$2,000. UGA offers an attractive benefits program including a choice of health and retirement plans, dental plan, vision plan, tuition remission via USG's Tuition Assistance Program, generous paid relocation, 21 days annual leave, 12 days sick leave, and 13 paid holidays.

Audiovisual Systems Archivist and Access Coordinator

Minimum Qualifications:

- An ALA-accredited Master's in Library and Information Science or terminal degree in a related field

Relevant/Preferred Education, Experience, Licensure, and/or Certification:

- Three or more years working in an audiovisual archive

Candidates will be considered at the rank of Librarian or Archivist II, III, or IV.

- To be considered at the level of Librarian/Archivist II, candidates must have 2 years of professional experience after completion of their master's degree in librarianship/information science, or 2 years of professional experience after completion of their master's degree in a subject area related to archival work and ACA certification for archivists
- To be considered at the level of Librarian/Archivist III, candidates must have 5 years of professional experience after completion of their master's degree in librarianship/information science, or 5 years of professional experience after completion of their master's degree in a subject area related to archival work and ACA certification for archivists
- To be considered at the level of Librarian/Archivist IV, candidates must have 10 years of professional experience after completion of their master's degree in librarianship/information science, or 10 years of professional experience after completion of their master's degree in a subject area related to archival work and ACA certification for archivists

For more information about the requirements for the Librarian and Archivist ranks, please see the [Guidelines for Librarian/Archivist Faculty Rank and Promotion](#).

Preferred Knowledge, Skills, Abilities and/or Competencies:

- Proficiency in Airtable, including advanced features such as formulas, automations, and database structuring
- Proficiency working with open source audiovisual software such as ffmpeg, RAWcooked, QCTools, and vrecord.
- Experience digitizing a wide variety of legacy audiovisual formats, including film, video, and audio
- Proficiency creating and working with python scripts
- A commitment to explore new trends in the field and integrate new ideas into practice
- Ability to apply strong problem-solving skills to address challenges and improve services. Encourage staff to think creatively and collaboratively to find effective solutions.
- Possesses imagination and creativity with strong service orientation
- Ability to establish and maintain effective working relationships
- Demonstrated organizational ability, initiative, and flexibility.
- Ability to work both independently and collaboratively.
- Ability to plan, organize, and manage projects.

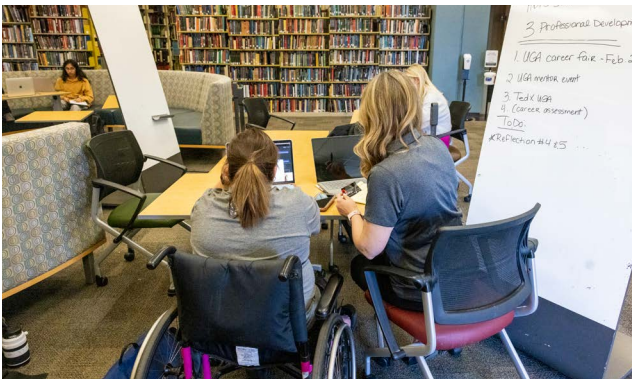


USG Core Values Statement

The University System of Georgia is comprised of our 26 institutions of higher education and learning, as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found online at www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct.

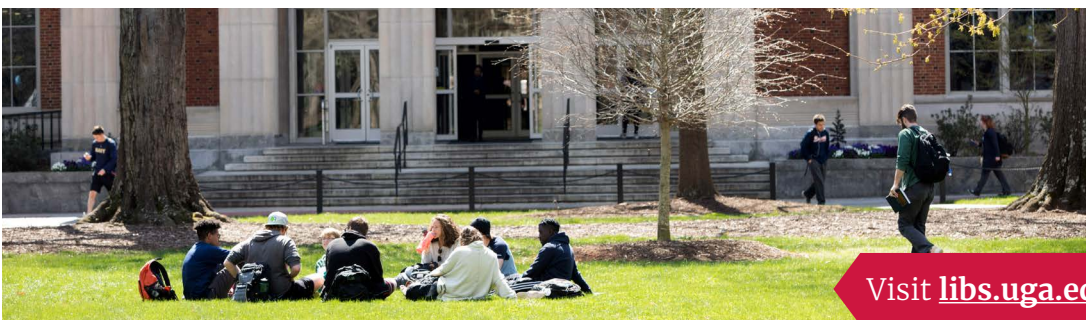
About the University of Georgia

Since our founding in 1785, the University of Georgia has operated as Georgia's oldest, most comprehensive, and most diversified institution of higher education (www.uga.edu). The proof is in our more than 235 years of academic and professional achievements and our continual commitment to higher education. UGA is currently ranked among the top 20 public universities in U.S. News & World Report. The University's main campus is located in Athens, approximately 65 miles northeast of Atlanta, with extended campuses in Atlanta, Griffin, Gwinnett, and Tifton. UGA employs approximately 3,000 faculty and more than 7,700 full-time staff. The University's enrollment exceeds 40,000 students including over 30,000 undergraduates and over 10,000 graduate and professional students. Academic programs reside in 18 schools and colleges, as well as a medical partnership with Augusta University housed on the UGA Health Sciences Campus in Athens.



About University Libraries

The UGA Libraries advance the University of Georgia's mission by providing the best possible access to recorded knowledge, actively contributing to the success of students and faculty through teaching and research services provided in physical and virtual environments, exemplifying the University's strategic priority to serve the people of Georgia and beyond, and upholding the University's commitment to inclusive excellence. A member of the Association of Research Libraries with 75 faculty librarians and archivists, 150 staff and nearly 200 student workers, the UGA Libraries receive more than three million visits per year on average and provide services at nine locations across the Athens campus, among them the Main Library, Miller Learning Center, McBay Science Library, Special Collections Libraries, and Health Sciences Carnegie Library. The UGA Libraries offer nationally distinctive special collections related to Georgia's history, politics, and public policy, and preserves one of the foremost media collections in public broadcasting. The UGA Libraries provide IT support for Georgia Library Learning Online (GALILEO), Georgia's statewide virtual library initiative, and is home to the UGA Press and Georgia Review literary journal. Please visit libs.uga.edu for more information.



Visit libs.uga.edu for more information.

About the City of Athens

Athens is a vibrant college town filled with creative energy. The city is located along the North Oconee River in Clarke County, in northeast Georgia just below the foothills of the Blue Ridge Mountains and only a few hours' drive from the Atlantic coast. In 1801 it was chosen as the site of Georgia's first state college and named Athens after the city in Greece.



Nicknamed the Classic City, Athens is best known for great music, a happening food scene, and of course the Georgia Bulldogs, winners of the 2021 and 2022 College Football National Championships. In the spring, the city's Twilight Criterium, one of the country's largest cycling events, attracts both cyclists and spectators. Athfest, a local music festival held on outdoor stages and in venues



around town takes place each summer, and the Hot Corner Festival celebrates the African American business community and culture each June. On autumn Saturdays the town swells as football fans flock to cheer on the University of Georgia Bulldogs. In recent years the town is becoming known around the Southeast for its great breweries like Creature Comforts and Terrapin. Filled with historic architecture and home to the State Botanical Garden of Georgia, Athens is a unique blend of traditional heritage and trend-setting southern culture.

In 1990, the city of Athens and Clarke County combined to form a unified government. Home to more than 100,000 residents, the top three employers include the University of Georgia, Piedmont Regional Healthcare System, and the Athens-Clarke County School District. With more than 12,000 enrolled students, the Athens-Clarke County School District is proud to serve a diverse population across 14 elementary schools, 4 middle schools, and 2 high schools, as well as an early learning center and community career academy

Special Instructions to Candidates:

Applicants should attach a 1-2 page letter of interest, a complete CV, and the names, titles, and contact information of three professional references. The University of Georgia Libraries wish to emphasize that preferred qualifications are not required and we are committed to helping our future colleagues develop preferred knowledge, skills and abilities.

Applicants are encouraged to communicate the ways in which their work meets required or preferred qualifications in ways that may not be obvious. Candidates are encouraged to submit their materials by April 6, 2025, however, the position will remain open until filled.



**UNIVERSITY OF
GEORGIA**
University Libraries

Questions? Email libjobs@uga.edu