Digital Media Specialist

Job Code 50021194

General Description
Responsible for digitization of objects including documents, photographs, books, audio and video and operating and maintaining medium format digital photography equipment, optical scanners and audio/video transfer equipment.

Examples of Duties
Recommend selection of digitization equipment and perform maintenance and calibration.
Operate digital photography equipment to reproduce fine art and photograph 3-dimensional artifacts.
Assist with the development of standards and methods for digital preservation.
Create general digitization procedures.
Digitize objects including photographs, text, audio and video.
Train staff in digitization methods.
Coordinate digitization activities with others.

Knowledge, Skill and Abilities
Knowledge of: MS Word, digitization standards and procedures, fine art photography.

Skill in: Writing technical procedures, working as a team member, determining appropriate digital capture device and resolution and amount of post capture image processing, using image correction software and audio/video editing software, policy development.

Ability to: Read manuals and standard practices, calculate intermediate math, explain technical problems to non-technical staff, operate medium/large format digital cameras, train and instruct, manage multiple priorities and projects.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements