

## ROLE PROFILE

<b>Job Title:</b>	Digitisation Project Manager	<b>Reports to:</b>	Director of Collections and Research
<b>Based at:</b>	Gladstone's Library	<b>Date:</b>	March 2018

### Job Purpose

In 2018 Gladstone's Library is launching the [Title TBC] project. Externally funded by the [Carnegie Corporation of New York], the three-year project will result in a fully-catalogued digital collection of 15,000 nineteenth-century manuscript letters and 5,390 annotated printed books. These will be partially transcribed, and hosted online in a free-to-access CMS, making one of the world's most significant Gladstonian collections available to scholars, teachers and students. Currently Gladstone's annotated library is held on the GladCat catalogue. Although widely used, GladCat's functionality is limited by its current platform – and the letters are currently uncatalogued. The project will build on the work undertaken to create GladCat and ensure that the online offer of Gladstone's Library is unique and distinctive as the physical institution. The project will fund the creation of a dedicated digitisation studio and two dedicated posts.

We are looking for an experienced project manager, to lead the project to completion. The postholder will work with the existing Reading Room team of three to manage a new team responsible for delivering the project and its associated outputs, particularly an online CMS to facilitate international access and engagement with the collections. Support is available from an appointed advisory board, including specialist academic staff in relevant disciplines. This position is funded for three years.

Key Results Areas – Project	Typical Tasks
Operational management of the digitisation studio and its staff	<p>Manage the workflow of manuscripts and printed books, from initial inventory to digital asset with associated metadata and item-level catalogue;</p> <p>Manage the digitisation technician and small teams of volunteers; to be responsible for the solving of day to day issues;</p> <p>Procure and deliver an appropriate content management system and suitable digital storage.</p>
Implementation and delivery of project outcomes and interim targets	<p>Deliver an initial pilot stage to set targets, performance indicators and outcomes;</p> <p>Deliver an item-level inventory of project content, and integrate existing GladCat data into a centralised online catalogue;</p> <p>To be responsible for maintaining quality control checks on digitised images</p> <p>Liaise with key stakeholders and relevant staff (particularly the Archives Assistant).</p>
Developing and managing a project-specific outreach programme	Recruit and manage volunteer teams as appropriate, including in the context of remote transcription;

	<p>Work with the Library's Marketing Manager to enhance the library's marketing in the context of the project;</p> <p>Present to relevant external groups.</p>
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Key Results Areas – General	Typical Tasks
Create a digital infrastructure at Gladstone's Library	<p>Liaise with existing staff and appointed consultants to establish a full digitisation policy, including copyright and future preservation policies;</p> <p>Work with the Library Assistant to alter and amend cataloguing standards within our existing online library catalogue (Heritage)</p> <p>Work with the Archives Assistant to manage the transition of archives to digital format, in the context of future Library projects;</p>
Enhance and extend the Library's reprographics capabilities via a content management system	<p>Work with Reading Rooms team and appointed contractors to develop and implement a CMS appropriate to the Library's requirements, particularly regarding income generation;</p> <p>Work with the Director of Collections to develop formal digitisation policies and procedures;</p>
Knowledge transfer and skills development within Library staff	<p>Ensure that policies, procedures, workflows and quality assurance standards are communicated throughout the Reading Rooms team;</p> <p>Create and update digitisation training records.</p>

Person specification	
<p><b>Knowledge, skills and experience:</b></p> <ul style="list-style-type: none"> <li>• Experience of managing similar projects;</li> <li>• A source of expertise on digitisation, best practice, metadata, copyright and equipment;</li> <li>• Current training and knowledge of archive and book care, handling and storage;</li> <li>• Experience of developing and using a web-based CMS;</li> <li>• A postgraduate qualification in any area of library and information studies, archive management, museum/curator studies, project management. Equivalent experience is also accepted.</li> </ul>	<p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• Can demonstrate the ability to work independently as well as part of a team</li> <li>• Confident management of a team;</li> <li>• A DBS check will be undertaken for the successful candidate</li> </ul>

Specialist Knowledge
<p>Knowledge and experience of similar projects in heritage institutions or independent libraries, project management, digital record-keeping, copyright compliance, digital storage and security are all desirable, as is an understanding of the library, its history and purpose, its founder and his collections.</p>

