Overview

The New Orleans Jazz & Heritage Foundation is the nonprofit corporation that owns the New Orleans Jazz & Heritage Festival. The Foundation runs a wide variety of programs year round in the areas of cultural enrichment and economic development. The Jazz Fest, Jazz & Heritage Archive, Don Jamison Heritage School of Music and WWOZ 90.7 FM are the Foundation’s principle assets. The Foundation is seeking a Digital Systems Lead who will work under the supervision of the Archivist. This new position is created with the support of The Helis Foundation (THF) and is a unique opportunity to start a new program from the ground up. The Foundation seeks someone with technical expertise as well as someone versed in Louisiana culture.

The Helis Foundation - Digital Systems Lead (THF-DSL) is a full-time position that will see to the design, implementation, and day-to-day operations of the Archive’s digital storage and preservation program. The THF-DSL will work closely with Archive colleagues to ensure persistent support for the acquisition, processing and access of digital materials both born and digitized for the Archive. The position will be responsible for maintaining the digital preservation life cycle management policies and procedures for all digital assets. The THF-DSL will work with producers, videographers and audio engineers to ensure the collections are complete and that archive policies and procedures are applied. The THF-DSL will interface with technical leads at WWOZ, Foundation Programs, and Festival Productions to develop and maintain delivery pipelines ensuring selected digital content has an open route for storage in the Archive and to provide access to content from the Archive as required by each group. The THF-DSL will maintain vigilant review of all digital storage infrastructures to reduce risks of obsolescence or failure and to verify the health and attendance of all of the Archive’s digital assets. The THF-DSL will work closely with Archives colleagues to provide efficient and long-term access to the Archive’s digital content for identified user communities.

Duties and Responsibilities:

Lead the establishment and implementation of an effective and sustainable digital storage and preservation program that will ensure the long-term viability and accessibility of the Archive’s digital content and resources.

Collaborate with Archive and Foundation staff to develop digital storage and preservation policies, procedures, and workflows that will establish an effective and sustainable digital program creating long-term access to the Archive’s digital content and resources.

Apply analytical and technological skills to evaluate and implement digital preservation systems, software, and storage solutions that adhere to digital preservation standards (i.e. OAIS, PREMIS, etc.) and create an infrastructure to support digital preservation activities such as appraisal, ingesting, monitoring, and access.

Provide day-to-day maintenance of data storage environments, including backups and recovery protocols.

Assist with capacity planning and risk management, and make recommendations for strategic decisions.

Design and implement data migration architecture and analysis of the environments.
Evaluate products and upgrades for appropriateness.

Oversee and implement system upgrade strategies. Works with Archive staff to ingest and integrate preservation system with Islandora.

Develop, implement and oversee policies and procedures to ensure consistent storage provisioning, uptime, regulatory compliance, and data protection.

Manage and provide current storage usage statistics and providing future projected growth estimates.

Manage the digital preservation life cycle of content and resources in a variety of formats, including, but not limited to, digital audiovisual content and electronic records.

Develop and track structural, technical, and administrative metadata to document for preserved digital content and resources.

Monitor digital preservation developments in the areas of software, systems, and best practices.

Advise the Archive and the Foundation regarding digital preservation best practices, including strategies and workflows that preserve and provide access to digital content and resources of long-term value to the Archive.

Create awareness about digital preservation through facilitating workshops, training, and other outreach methods.

**Required Qualifications:**

Bachelor’s Degree from an accredited college or university with four years of related experience, or Masters Degree with two years of experience, or significant industry experience.

Of the experience listed above, two (2) years of successful experience working with digital program planning and implementation, preferably in a cultural heritage or similar institutional archival setting.

Demonstrated understanding of technology, systems, and standards (e.g., ISO 14721, ISO 16363, and NDSA Levels of Preservation) necessary for the implementation of a digital storage and preservation program, including effective workflows.

Demonstrated proficiency working with a variety of digital formats, e.g., image, audio, object, and text.

Proficiency with one or more computer scripting languages, e.g., bash, Python, PHP, Windows batch files, or other programming languages.

Technical aptitude and continued interest in learning new technology strategies for the benefit of the Archive and the Foundation

Demonstrated knowledge of and an interest in the history, music, and culture of the city of New Orleans and the state of Louisiana. Ability to manage tasks both independently and collaboratively.

Ability to work collaboratively across diverse work cultures.

**Preferred Qualifications:**
Familiarity with digital repositories (e.g., ContentDM, Omeka, Islandora, Digital Commons, DSpace, Fedora, or Digital Asset Management Systems in general).

Working knowledge of database technologies such as MySQL, Microsoft Access, or FileMaker used to store, manipulate, and query structured data.

Broad understanding of technology with the ability to translate business issues and desired outcomes into technical solutions.

Excellent organizational, analytical, technological, and communication skills
Digital Archives Specialist (DAS) certificate.

**Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential questions.

While performing the duties of this position, the employee is regularly required to remain in a stationary position, move throughout the properties and in other settings; operates a computer and other office machinery, ascend/descend traverse, and position self to work at a work station. Employee must be able to move equipment and archival storage boxes weighing approximately 25 pounds. This position consistently communicates with co-workers and others and observes, inspects, and accesses assets and digital images.

**How to Apply:**

Send cover letter, resume, and three references to:

New Orleans Jazz & Heritage Foundation
hr@jazzandheritage.org

Or

New Orleans Jazz & Heritage Foundation
Human Resources
1205 N. Rampart Street
New Orleans, LA 70116