

Job Level	Audiovisual Preservation Specialist	Technical/Support Level II
Oversight Received	<ul style="list-style-type: none"> * Serving as the Library's expert in audiovisual preservation and digitization, this position performs highly complex specialized procedures and digitization processes under the general direction of the Coordinator of Archives & Special Collections. * Helps locate analog recordings (on and off campus), selects and prepares all AV formats for digitization. Performs and supervises the digitization of media according to established procedures; creates digital images of disc labels; names files and generates metadata; creates digital surrogates for online and patron access. * Manages audio and video preservation, and performs basic equipment maintenance; identifies equipment needs; develops and implements workflows for digitization of obsolete formats; and monitors current best practices in AV preservation. 	<ul style="list-style-type: none"> • Completes tasks without immediate supervision • Work is regularly checked.
Problem Solving	<ul style="list-style-type: none"> * Manages audiovisual digitization operation with high volume of work, ensuring preservation efforts are occurring as quickly as possible and project-based work is coordinated and completed on schedule. * Transfers digitized tapes to the CSU digital repository using software tools and scripts. Verifies that file transfers have been successful and creates a log of transfers. * Works independently to create digital surrogates; manages file names and metadata for digitized audio and video recordings, plus image files. * Maintains equipment in lab, including but not limited to equipment calibration, monitoring correct equipment function, and specifying new and used equipment needs. 	<ul style="list-style-type: none"> • Problems encountered are varied but similar. • Responses typically drawn from pre-established solutions. • Resolves non-routing issues escalated from junior team members
Interaction/Communication	<ul style="list-style-type: none"> * Works with IT staff in maintaining scripts and automation tools to manage digitization workflows and management of digital files. * Supervises outsourcing to vendors for digitization and ensuring that the vendor can meet professional best practices. Performs quality control of returned files and works with vendor to resolve issues. * Collaborates with Archives and Special Collections staff and library IT staff to meet project goals. 	<ul style="list-style-type: none"> • Audience is typically knowledgeable about the subject matter. • May need to present information in multiple written forms.
University Impact	<ul style="list-style-type: none"> * Contributes to Library-wide planning in digital repository best practices for audiovisual materials and assists in planning for ingest of AV into the newly renamed Mountain Scholar: Digital Collections of Colorado and Wyoming, and our own long-term storage (dark) archive. 	<ul style="list-style-type: none"> • May be accountable for on-time delivery of own work or that of others on the team.
Typical Education	<ul style="list-style-type: none"> * Bachelor's degree * Two years' of audiovisual preservation and digitization experience * Knowledge of digital audio editing software (eg. WaveLab, Sound Forge, Pro Tool) 	<ul style="list-style-type: none"> • Requires technical know-how and broad understanding of subject area. • May require vocational qualification or certification.