

Job Level	Audiovisual Preservation Specialist	Technical/Support Level II
Oversight Received	<ul style="list-style-type: none"> <li>* 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 &amp; Special Collections.</li> <li>* 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.</li> <li>* 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Completes tasks without immediate supervision</li> <li>• Work is regularly checked.</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>* 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.</li> <li>* 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.</li> <li>* Works independently to create digital surrogates; manages file names and metadata for digitized audio and video recordings, plus image files.</li> <li>* Maintains equipment in lab, including but not limited to equipment calibration, monitoring correct equipment function, and specifying new and used equipment needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Problems encountered are varied but similar.</li> <li>• Responses typically drawn from pre-established solutions.</li> <li>• Resolves non-routing issues escalated from junior team members</li> </ul>
Interaction/Communication	<ul style="list-style-type: none"> <li>* Works with IT staff in maintaining scripts and automation tools to manage digitization workflows and management of digital files.</li> <li>* 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.</li> <li>* Collaborates with Archives and Special Collections staff and library IT staff to meet project goals.</li> </ul>	<ul style="list-style-type: none"> <li>• Audience is typically knowledgeable about the subject matter.</li> <li>• May need to present information in multiple written forms.</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* 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.</li> </ul>	<ul style="list-style-type: none"> <li>• May be accountable for on-time delivery of own work or that of others on the team.</li> </ul>
Typical Education	<ul style="list-style-type: none"> <li>* Bachelor's degree</li> <li>* Two years' of audiovisual preservation and digitization experience</li> <li>* Knowledge of digital audio editing software (eg. WaveLab, Sound Forge, Pro Tool)</li> </ul>	<ul style="list-style-type: none"> <li>• Requires technical know-how and broad understanding of subject area.</li> <li>• May require vocational qualification or certification.</li> </ul>