

Digital Collections, University Libraries, University of South Carolina
1322 Greene Street, Columbia SC 29208

1. Digital Collections Grant Assistant, Digital Piranesi

One position of Digital Collections Grant Assistant is available as part of a digital humanities NEH-funded grant project. This position provides detail-oriented digitization and metadata for the www.digitalpiranesi.org project. Headed by special collections curator Jeanne Britton, with the combined support from the Center for Digital Humanities, University Libraries' Digital Collections, and the Irvin Department of Rare Books and Special Collections, this project is a multi-year, scholarly, digital humanities exploration into the seminal work of Italian artist Giovanni Battista Piranesi. Primary tasks will include producing high-quality scans Piranesi's bound engravings, ensuring pristine quality. This position will also require inputting and formatting metadata that will pair with the scans and uploading files into the Piranesi Digital Collection, housed in the [Digital Collections repository](#). Work will take place in Digital Collections, in Hollings Library (at the back of Thomas Cooper), and hours are flexible between 8am and 5pm, Monday-Friday. Required qualifications:

- Experience with digitization and metadata, image processing
- History of efficient and highly detail-oriented work
- Clear communication skills, written and verbal

Pay rate: \$15/hr; 10 hours/week, 50 weeks (Fall 2019-Fall 2020)

Start date: Sept 2, 2019

As soon as possible, and before Aug 28, please submit a cover letter and detailed cv listing any training or work experience in digital technology to digital1@mailbox.sc.edu

2. Digital Collections Grant Assistant, James T. McCain's Daily Calendars and Notebooks

This position will digitize, create full descriptive metadata for, and load into CONTENTdm ([Digital Collections' content management system](#)) all eighteen of civil rights activist James T. McCain's calendars and notebooks. These calendars and notebooks will be scanned using a Qidenus SMART book scanner at an image resolution of 400ppi (pixels per inch). The descriptive metadata utilized will be Dublin Core, following South Carolina Digital Library's metadata best practices and guidelines. Using CONTENTdm as the primary repository, these materials will be uploaded and double-checked for metadata accuracy and scan quality.

Required:

- Experience with project management
- Experience with detail-oriented library and/or archival digital projects considered a plus
- Good written and verbal communication

Pay rate: \$10/hr; 20 hours/week, 30 weeks (Fall 2019-Summer 2020)

Start date: Sept 2, 2019

As soon as possible, and before Aug 28, please submit a cover letter and detailed cv listing any training or work experience in digital technology to digital1@mailbox.sc.edu

3. Digital Collections Assistant, Hayes Mizell archives and manuscripts

This position will digitize, create full descriptive metadata for, and load into CONTENTdm ([Digital Collections' content management system](#)) the entirety of the [Hayes Mizell archival collection](#), housed at the South Caroliniana Library. There are 160 cartons total, and a few have been completed thus far. The descriptive metadata utilized will be Dublin Core, following South Carolina Digital Library's metadata best practices and guidelines. Using CONTENTdm as the primary repository, these materials will be uploaded and double-checked for metadata accuracy and scan quality.

Required:

- Experience with detail-oriented library and/or information digital projects
- Experience with project management
- Good written and verbal communication

Pay rate: \$10/hr; 20 hours/week, 30-50 weeks (Fall 2019-Fall 2020)

Start date: Sept 2, 2019

As soon as possible, and before Aug 28, please submit a cover letter and detailed cv listing any training or work experience in digital technology to digital1@mailbox.sc.edu

4. Newspaper Digitization Assistant, [Historic Newspaper Archive](#)

This position will join two more newspaper digitization assistants this academic year, to continue scanning newspaper on microfilm for the historic newspaper archive, originals housed at the South Caroliniana Library.

Required:

- Reliable, detail-oriented service record
- Interest in and/or experience with archives considered a plus
- Good written and verbal communication

Pay rate: \$10/hr; 10-15 hours/week, 30 weeks (Fall 2019-Summer 2020)

Start date: Sept 2, 2019

As soon as possible, and before Aug 28, please submit a cover letter and detailed cv listing any training or work experience in digital technology to digital1@mailbox.sc.edu

5. Digital Exhibits Internship, SLIS 794

This intern will help to describe and mount a digital exhibit this fall, tentatively titled "Fifteeners: Early Printed Books From the Irvin Department of Special Collections". This internship will include project management, outreach via social media and press releases via WordPress, website building, and professional mentoring. The site supervisor, Digital Collections Librarian Mēgan Oliver, will provide guidance and expectations, but the success of this internship relies heavily on enthusiasm, engagement, and dedication from the intern. The deliverable for the faculty sponsor and site supervisor will be a finished digital exhibit.

Required:

- Classwork in digital librarianship, metadata, information organization, computer science and/or cataloging (SLIS 707, 725, 735, etc)
- Project management experience (group work included)
- Strong interest in digital library products like collections and exhibits
- Good written and verbal communication

3 credits

Start date: August 26, 2019

As soon as possible, and before 5pm Aug. 23, please submit a cover letter and detailed cv listing any training or work experience in digital technology to digital1@mailbox.sc.edu