



Job Title: Unlocking Our Sound Heritage: Hub Audio Preservation Engineer
Grade: 6
Salary: £27,285 to £31,604 per annum (Due to external funding, appointment will be at the starting point of the scale)
Department: Library
Contract: Full-time. Full-time, fixed term contract from 01 September 2018 to 31 August 2021
Job Reference: 195

Role Purpose

To apply specialist technical skills to produce archival quality digital transfers of audio material to international standards, with associated metadata, against specified targets. To assist in the project management of programmes of work, liaising with the Project Manager and team as necessary. To act as the Hub expert on technical standards for the digitisation and preservation of sound heritage collections.

This job is part of “Unlocking Our Sound Heritage”, an ambitious project funded by the Heritage Lottery Fund and lead by the British Library in conjunction with national and regional partners across the UK.

Resources Managed

- Responsible for managing the work and volunteers
- Responsible for managing and organising studio space and equipment

Principal Responsibilities	% Time
<ul style="list-style-type: none"> • Applying professional skills to produce preservation audio files and associated metadata, from a range of current and legacy original formats to archival standards and against agreed targets. 	25
<ul style="list-style-type: none"> • Quality checking audio transfers and metadata against agreed standards. 	5
<ul style="list-style-type: none"> • Using specialist technical skills to create or amend related metadata including the creation of Submission Information Packages (SIPs) in order to upload the digital material to the British Library’s Digital Library System (DLS) according to agreed procedures. 	10
<ul style="list-style-type: none"> • Managing and organising studio space, equipment, and interim storage, ensuring that the studio and interim physical and electronic storage areas are well organised. Oversee the work of a freelance maintenance engineer ensuring that equipment is maintained and calibrated to agreed technical standards. 	10
<ul style="list-style-type: none"> • Using own judgement to address preservation and conservation issues relating to loaned collections. Ensuring that collection items are stored securely in suitable 	10





environmental conditions, are appropriately handled, cared for, and returned in a timely manner.	
<ul style="list-style-type: none"> Devising, delivering and evaluating training sessions and inductions for volunteers and heritage professionals. 	10
<ul style="list-style-type: none"> Planning and supervising the work of volunteers, ensuring that they are supported and developed in their roles. 	10
<ul style="list-style-type: none"> To log digitisation work, supply progress reports as required and statistics on own work. 	5
<ul style="list-style-type: none"> To contribute to writing of reports and other dissemination activities. 	5
<ul style="list-style-type: none"> To develop skills and undertake other duties commensurate with the grading of the post to support the delivery of the project as required by line management. 	10

Internal and External Relationships

Internal

- Working with the Project Manager and other members of the Library's Archives & Special Collections team to ensure the efficient and effective delivery of the project
- Attending and providing input to regular Hub Team meetings

External

- Regular contact with the project team at the British Library
- Regular contact with other regional hubs
- Liaising with collection holders

Planning and Organising

- Plan and prioritise own work for the months ahead, guided by monthly update meetings with the Hub Project Manager.

Qualifications, Knowledge and Experience

Essential

- Education to Degree level or equivalent in a relevant subject*
- An enthusiasm for recorded sound combined with an interest in audio recording, playback and transfer technologies*
- Experience in creating or editing metadata relating to digital resources*
- Knowledge of preservation requirements for storing and handling sound heritage collections*





- Knowledge and understanding of theories, tools, standards, and processes relating to digital preservation*

Desirable

- Experience of working within a library or archive *
- Relevant technical qualification (e.g. Audio Engineering or Digital Curation)*
- An in-depth knowledge of both obsolete sound carriers and contemporary digital formats
- Demonstrable experience of professional audio archival work*
- Experience of working in an archive, library, museum or similar environment
- Experience in working with metadata formats and standards such as MARC21, RDA, XML and METS*
- Experience of managing staff or volunteers
- Experience of designing and delivering training*

Skills, Abilities and Competencies

Essential

- Ability to judge the quality of audio recordings by listening
- Excellent IT skills across a range of software and hardware environments*
- Ability to adapt to frequent changes in technology and working practices
- Ability to carry out repetitive tasks efficiently, while demonstrating a meticulous attention to detail*
- Good interpersonal skills
- Excellent oral and written communication skills*
- The ability to work both independently and in a team
- High level of time-management skills

Desirable

- Practical knowledge of the regulations surrounding copyright and data protection*

****Criteria to be used in shortlisting candidates for interview***

Additional Information

- Unlocking the UK's Sound Heritage is an ambitious project to save the nation's sound heritage and transform access to it. Sound collections today face the twin threat of degradation and the obsolescence of access technology. Archival consensus internationally is that we have approximately 15 years in which to digitise the material that is at risk.
- The project is supported by the National Lottery through the Heritage Lottery Fund.
- The Library is open 52 weeks per year, including evenings and weekends and during University closed periods. Staff are required to recognise the nature of the service, and demonstrate a degree of flexibility in their working hours/patterns and, with appropriate notice, will be required to work weekends, Bank Holidays and University closure days.





- You may be required to work at any site of the University. Evening and weekend staff must be available for training in the weekday daytime by arrangement. Duties are flexibly organised and the responsibilities of the post may change as the needs of the service develop.
- Library employees are required to adhere to the Library dress guidelines for safe and professional attire in the workplace. You will be required to wear branded t-shirts/tabards as supplied when taking part in Help Team and similar activities.
- Library employees have specific responsibilities to the Health & Safety at Work Act 1974. This means taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and cooperate in assisting the Library to fulfil its statutory duties and not to interfere with deliberately or misuse anything provided.
- Some aspects of the post also involve lifting, carrying, bending, stretching, manoeuvring trolleys and the use of kick-steps or stepladders. All library employees are therefore obliged to undertake emergency evacuation, fire warden and manual handling training.
- The post will require occasional travel within the UK

VITAL

The University encourages all staff to live our [VITAL values](#) which are:
Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

