Part-Time Technology Manager for Digital Projects

The Dance Heritage Coalition (DHC), a nonprofit organization that saves and shares dance legacy materials, seeks a part-time Manager for Digital Projects. The Manager will be directly involved with the DHC's Dance Preservation and Digitization Project (DPDP) in partnership with the Bay Area Video Coalition (BAVC), an initiative that has been funded by the National Endowment for the Arts, the Institute of Museum and Library Services, and The Andrew W. Mellon Foundation since 2002. The DPDP, formerly known as the Secure Media Network, is a multi-pronged project that includes archival-quality digital preservation of seminal dance-related moving images, search functions for a collection of dance-related moving image records, a secure collection of streamable media, searchable finding aids, and more. The media currently preserved and made available through the pilot version (http://archive.danceheritage.org) come from moving image material that has been digitized by either BAVC or preservation technicians at the DHC's digitization hubs. This site also serves as a union catalog for descriptive metadata contributed by DHC members.

Responsibilities:
- Serve as lead manager for DPDP
- Supervise work of technicians and coordinate with partners for effective collaboration
- Track and evaluate deliverables; handle obstacles with output from digitization hubs and input into database
- Advise on technology options and issues
- Advise on possible partners and stakeholders and help to cultivate relationships
- Assist in the organization of a "technology summit" on DPDP
- Serve as a liaison between technical contractors and user communities
- Identify and define project goal's and evaluation criteria.
- Provide guidance for grant applications
- Write and edit project documents such as concept notes, work plans, scopes of work, memoranda of understanding, progress reports, meeting reports, trip reports and other project documents as required

Requirements:
- project management experience
- familiarity with databases and metadata best practices
- familiarity with a variety of platforms and technologies (e.g., Archivematica, Islandora, Collective Access, PBCore) – must be comfortable conversing with developers and programmers
- experience with meeting complex technical assistance requirements
- demonstrated experience and ability to manage relationships and partnerships with clients and stakeholders, including ability to facilitate participatory discussion
- proactive, self-starter with the ability to work independently and in teams in a collegial and collaborative manner
- strong writing and editing skills
- ability to prioritize task assignments and use resources effectively and efficiently; sense of urgency toward timely completion of scheduled deliverables
- ability and willingness to perform other job-related duties as assigned

Screening begins immediately. Location negotiable, but Washington DC preferred. Compensation and hours negotiable depending on qualifications. Search process has begun; open till filled. Deadline: November 20, 2013, applications are considered upon arrival. Submit by email (subject line: Digital Project Manager) a letter of application, resume or c.v., and list of references to kbell@danceheritage.org. All applications will be acknowledged.