



Mid North Coast Regional Digitisation Hub – Digitisation/Training Officer

Based at Port Macquarie Museum

- Fulltime, 5 months (20 weeks) contract position (ending approximately October 2023, depending on start date).
- \$50 per hour (38 hour week) + 10.5% superannuation

MNC Regional Digitisation Hub Overview

The Mid North Coast Regional Digitisation Hub is a newly created collection digitisation hub based at Port Macquarie Museum and servicing six other museums across the Mid North Coast from Dorrigo in the north to Tuncurry in the South.

Port Macquarie Museum Overview

Established in 1957, the Port Macquarie Museum is an independent community museum. The Museum collects, preserves, interprets and shares local cultural collections and their stories with the local community and tourism visitor. Our guiding values are to: strive, explore, embrace, respect, connect and sustain.

Position Overview

Assist, support and train museum volunteers in creating high quality digital records of collection items using a range of photographic/imaging equipment and associated software. Digital assets produced will deliver electronic access to collections and support long term preservation.

Expressions of Interest

Written Expressions of Interest addressing the Selection Criteria, together with a current CV and the names and daytime contact details of two (2) professional referees by email to [portmuseum@gmail.com](mailto:portmuseum@gmail.com)

Closing date: Friday 28 April 2023

## Position Responsibilities

Reporting to the Project Manager/Project Administrator, and working closely with them and other museum volunteers across several sites, you will:

- Ensure the project's technical digitising requirements are implemented and follow the standards set down in Museums and Galleries NSW 'Crystal Clear' standards and guidelines.
- Use a range of professional capture devices, and associated software applications to produce high quality digital images of collection items, ensuring that technical specifications, service standards and project targets are met.
- Process, colour-manage, name and create preservation master and derivative image files in accordance with the Crystal Clear standards and guidelines.
- Facilitate quality assurance and file uploading into the Hub digital storage devices.
- Develop clear and concise written procedures for the use of professional capture devices, associated software applications, colour management, digital file management and post production processes.
- Work with and train museum volunteers, across multiple Museum sites, in all aspects of the digitisation process.
- Maintain technical knowledge of developments in photography, video and digital imaging to enhance skills, enable effective operation and identify opportunities to improve processes.
- Contribute to project management by maintaining accurate up to date records and deliver clear and timely reporting.

## Selection Criteria

- Relevant technical qualifications and/or professional experience covering archival and documentary photography/imaging of heritage materials, particularly 3 dimensional objects, using professional photographic and scanning equipment.
- Experience with colour management, digital files, metadata and use of capture and processing software on Windows platform, preferably in a museum setting.
- Experience and in-depth understanding of digital asset and digital imaging management processes and systems, and experience working with technical requirements of medium-scale digitisation projects.
- Experience at documenting and writing procedures and training materials.
- Experience at using or demonstrated understanding of the Crystal Clear standards and guidelines, or similar.
- Experience at working with and training museum volunteers.
- Well-developed verbal and written communication skills.
- Demonstrated ability to work with limited supervision, and as part of a team.
- Demonstrated ability to work to tight timeframes and in challenging physical settings.