**Role Title: Audio Preservation Engineer**

**Reporting to: Hub Project Manager**

**Salary:** **Pay Point E - £24,582**

**Role purpose**

This role will produce archival quality digital transfers of audio material to international standards, with associated metadata, against specified targets. This job is part of “Unlocking Our Sound Heritage”, an ambitious project funded by the Heritage Lottery Fund and led by the British Library in conjunction with national and regional partners across the UK.

This post will be part of a small team based at a new sound hub at National Library of Scotland at Kelvin Hall, Glasgow, with the aim to digitise, catalogue and clear rights for 5,000 sound items currently held by organisations across Scotland.

The post holder will work with a range of current and legacy original sound formats, and will create digital files for preservation and access purposes to archival standards.

**Duties and Responsibilities**

The post holder will:

* produce preservation and access audio files, along with associated technical metadata, to archival standards and against agreed targets.
* routine maintenance and responsibility for upkeep of digital and analogue equipment in the sound studio
* create or amend related metadata including the creation of Submission Information Packages (SIPs) in order to upload the digital material
* carry out quality checking of audio transfers and metadata against agreed standards
* ensure that the studio and storage areas are well organised, and that collection items are appropriately handled, tracked, cared for and returned in a timely manner
* along with other members of the project team, to create content packages for the British Library’s Digital Library System (DLS) according to agreed procedures
* assist in the project management of programmes of work, liaising with the Project Manager and team as necessary
* oversee the work of volunteers, and provide training, mentoring and coaching for volunteers, staff and the heritage community locally
* maintain general housekeeping of the sound studio and shared physical and electronic storage areas
* ensure the safe storage and care of physical recordings being digitised
* assisting in the transportation of collection items in transit to and from the Library buildings and in storage
* logging digitisation work, supply progress reports as required and maintain statistics about the digitisation processes

The post holder is expected to demonstrate a willingness to take on a range of tasks and to develop new skills, as appropriate, to support the delivery of the project as required by their line manager.

**Core Competencies**

**Delivering Results (Core) –** Take personal responsibility for achieving the right results for the Library

**Customer Focus (Core) –** Understand and, within our capability, meet actual and potential internal and external customers’ needs

**Collaborative Working (Core) –** Working together effectively to achieve common goals through sharing skills, knowledge and information. Collaborating with others to improve services and reduce costs

**Person specification:**

**Skills, abilities and knowledge**

**Essential**

* Relevant degree-level qualification or equivalent
* 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
* High level of time-management skills.

**Desirable**

* A professional qualification in Audio Engineering
* An in-depth knowledge of both obsolete sound carriers and contemporary digital formats
* Knowledge and understanding of theories, tools and processes relating to digital preservation
* Knowledge of metadata formats and standards such as MARC21, RDA, XML and METS
* Full clean driving licence

**Personal qualities**

**Essential**

* The ability to work within a small and interdependent team
* An interest and enthusiasm for recorded sound including recording, playback and transfer technologies
* Considerate and patient attitude to working with others

**Experience**

**Essential**

* Demonstrable experience working with digital audio workstations/ systems
* Experience of transferring knowledge to others through training, coaching and mentoring

**Desirable**

* Demonstrable experience of professional audio archival work
* Experience in creating or editing metadata, including technical metadata, relating to digital audio resources
* Experience of working in an archive, library, museum or similar environment
* Experience of managing or working with volunteers
* Experience of curation or use of audio archives

**Further Information:**

This is a fixed term post of three years. The project is supported by the National Lottery through the Heritage Lottery Fund.

Applications to be submitted via our recruitment site: <http://www.nls.engageats.co.uk/Welcome.aspx>

Applicants are asked to provide a written statement saying how their skills match the person specification and demonstrate the value and relevance of their experience to the post.

**Selection Procedures:** The applicants who meet the criteria based on the job description and the person specification and who demonstrate this in their written statement will be selected for interview**.**

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.