



1 Advertisement

Post Title: Audio Preservation Engineer

School/department: Library/The Keep

Hours: Part time hours considered up to a maximum of 14.6 hours per week (2 days). The role is a job-share and exact days to be worked will be negotiated once appointed.

Contract: Fixed term until 30 October 2021

Reference: 2317

Salary: starting at £30,046 and rising to £33,797 per annum, pro rata

Closing date: 21 October 2019. Applications must be received by midnight of the closing date.

Expected Interview date: 07 November 2019

Expected start date: as soon as possible

The Keep Archives are working with the British Library and nine other partner organisations on the Unlocking Our Sound Heritage (UOSH) project. We are recruiting for the post of Audio Preservation Engineer to join the UOSH project team based at The Keep. The post holder will be part of a small project team and will work closely with colleagues at the British Library and the other regional hubs around the UK.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

About The Keep

The Keep is a partnership between East Sussex County Council, Brighton and Hove City Council and the University of Sussex to house the archives and special collections of these three institutions. The post will be based at The Keep, reporting to the Unlocking Our Sound Heritage Hub Project Manager.

About Unlocking Our Sound Heritage

Unlocking Our Sound Heritage is a major national project, funded by the National Lottery Heritage Fund and led by the British Library. The Project aims to preserve through digitisation almost 500,000 endangered sound recordings from across the UK and make 100,000 available online, transforming the visibility of sound archive collections in the process.

The Keep is the regional hub for the South East of England. Over the three years 2018-2021, we are working with partners across the region to ensure that 5,000 sound heritage items are digitally preserved and accessible to new audiences. The digitised material will then be used as part of learning and outreach activities. We are one of 10 national and regional hub partners in Aberystwyth, Belfast, Brighton, Bristol, Glasgow, London, Leicester, Manchester, Newcastle and Norwich.

3. Job Description for the post of: Audio Digitisation Engineer

Department:	Library
Section/Unit/School:	Special Collections at The Keep
Location:	The Keep, Woollards Way, Falmer, Brighton
Grade:	6
Responsible to:	Unlocking Our Sound Heritage Hub Project Manager
Responsible for:	N/A

The purpose of this post is to produce archival quality digital transfers of audio material to international standards, with associated metadata, against specific targets. The post holder will be part of a Project team, working closely with colleagues at The Keep and the British Library. This project is funded by the National Lottery Heritage Fund.

Key Responsibilities:

- 1 To produce preservation audio files, along with associated metadata, from a range of current and legacy original formats according to Special Collections protocols and The British Library's Digital Library System and relevant other professional standards.
- 2 To quality check audio transfers and metadata against agreed standards.
- 3 To prepare content packages for uploading to the British Library's Digital Library System according to agreed procedures.
- 4 To ensure that the studio and interim storage of sound recording material are well organised, and that collection items are approximately handled, cared for and returned in a timely manner.
- 5 Contribute to writing of reports and other dissemination activities.
- 6 Assist in the training and supervision of volunteers.
- 7 Any other reasonable request of management.

Specific Responsibilities

- 1 Creating or amending related metadata including the creation of Submission Information Packages (SIPs) in order to upload the digital material.
- 2 General housekeeping of own studio plus shared physical and electronic storage areas.
- 3 Ensuring the safe storage and care of physical recordings being digitised.
- 4 Logging digitisation work, supply progress reports as required and statistics on own work.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

4. Person Specification

SKILLS / ABILITIES	Essential	Desirable
Proven ability to prioritise and meet tight deadlines	x	
Excellent problem solving skills and a keen attention to detail	x	
Excellent written and oral communication skills	x	
Proven ability to think critically and analytically in order to contribute to research objectives of a wider team	x	
Proven ability to manage the quality of audio recordings	x	
Proven ability to adapt to frequent changes in technology and working practices	x	
Proven ability to carry out repetitive tasks efficiently, while demonstrating meticulous attention to detail	x	
Proven ability to work independently and within a small team	x	
Excellent IT skills across a range of software and hardware environments	x	

KNOWLEDGE

Knowledge of obsolete sound carriers and contemporary digital formats	x	
Knowledge and understanding of theories, tools and processes relating to digital preservation		x

EXPERIENCE

Experience of professional audio archival work		x
Creating or editing metadata relating to digital audio resources	x	
Working with metadata formats and standards such as MARC21, RDA, XML and METS		x
Working with volunteers		x
Working in an archive, library, museum or similar environment		x

QUALIFICATIONS

Relevant degree-level qualification or equivalent	x	
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PERSONAL ATTRIBUTES AND CIRCUMSTANCES

An enthusiasm for recorded sound combined with an interest in audio recording playback and transfer technologies	x	
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