Project Archivist for Architectural Records Digitization (One-Year Term)

The Project Archivist for Architectural Records Digitization is a term-appointed, 1-year project position at the University of Oklahoma Libraries that will focus on preparing architectural records of significant cultural, historical, and research value to be digitized and made openly accessible online via OU Libraries' digital collections repository. The Project Archivist's work will focus specifically on archival collections in the American School Archive at OU Libraries, an archival collecting area that documents the imaginative school of architectural design and practice that developed under the guidance of pioneering architects Bruce Goff, Herb Greene, and others at the University of Oklahoma in the 1950s and 1960s.

Based on established criteria and priorities, the Project Archivist will make informed selections of archival collection items from fully processed collections to be digitized and published online, documenting these decisions in project spreadsheets. Following established metadata content standards and structural standards, the Project Archivist will expand upon existing metadata to create item-level description for the selected materials. The Project Archivist will then collaborate with the Libraries' Digitization Lab to arrange for the digital imaging of collection items and will participate in physical scanning of documents as necessary.

The Project Archivist will work with archival materials including physical architectural drawings, print publications, paper records, and photographic prints, negatives, and slides. The position will serve as a member of the Special Research Collections team in OU Libraries and will work in close collaboration with colleagues and subject experts to inform their work.

Target Start Date: October 1, 2025
Target End Date: October 1, 2026

Compensation: $50,000, benefits eligible

Job Responsibilities:

- Identifies, documents, and prepares architectural archival materials for digitization based on established criteria for assessing cultural, historical, and research value, producing spreadsheets detailing selection decisions.
- Creates descriptive, administrative, and structural metadata at the item level for archival materials to be digitized in accordance with established library standards and controlled vocabulary specific to architecture and design.
- Coordinates the logistics of transferring archival collection materials from storage and work areas to onsite Digitization Lab, ensuring safe handling of collection assets.
- Collaborates with Digitization Lab to ensure clarity of digitization selection decisions and workflows and performs digital imaging processes as needed.
- Develops knowledge related to architecture and design terminology, the history of 20th century American architecture, and the history of the American School movement to inform the production of accurate, detailed item-level metadata.
- Collects, compiles, and delivers information and data for statistical and narrative reports as necessary to document progress on digitization preparation.
- Performs various duties as needed to successfully fulfill the function of the position.

Qualifications:

Required Education and Experience: Bachelor's degree, **AND:**
- 24 months of related experience in archival arrangement and/or records management

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 72 months of related experience.

Knowledge, Skills, and Abilities:

- Ability to communicate well and build rapport quickly with students, faculty, and staff.
- Current museum, archive or library experience.
- Must have strong ability to lead project teams.
- Knowledge of automated storage and retrieval systems, and electronic records.

Preferred Qualifications:

- Subject knowledge in architecture or design fields.
- Knowledge of library and archives content standards and structural standards for metadata.

Applications

All applications must include a cover letter, resume and list of three professional references. Hiring will be contingent upon submission of academic transcripts. Interested individuals may review the full position description at libraries.ou.edu/jobs. To apply for this position, go to https://jobs.ou.edu and search for job number 251833

About University Libraries

University Libraries seeks to create an atmosphere in which diverse thought and experiences are valued and that promises opportunities to succeed and thrive. Named an "Education Futurist" and recipient of a Campus Technology Innovators Award, the University of Oklahoma Libraries' award-winning facilities and resources create opportunities for faculty and students to excel. We invest in our organization by recruiting individuals committed to superior user experience and by actively strengthening and expanding our skills and capabilities.

The University of Oklahoma Libraries' team consists of 16 library faculty, 51 professional staff, and 35 classified staff, as well as graduate and undergraduate assistants. Facilities include the Bizzell Memorial Library located in the heart of campus, Monnet Hall, hosting the Western History Collections, and three branch libraries: Architecture Library, Youngblood Energy Library, and Fine Arts Library. Affiliated OU libraries, not within the administrative oversight of University Libraries, include: the Donald E. Pray Law Library on the Norman campus, Robert M. Bird Health Sciences Library on the Oklahoma City campus, and the Schusterman Library on the Tulsa campus.

The University of Oklahoma Libraries is the largest academic research library in the state of Oklahoma containing more than 5.4 million volumes (including 1.8 million eBooks), 3.6 million microform materials, over 300 databases, and 170,000 serials. Outstanding special collections include the History of Science Collections, with 100,000 volumes; the Western History Collections, with

over 12,000 linear feet of manuscripts, 2 million photographs, 80,000 volumes, 2,700 sound recordings, 5,000 cartographic resources, and 580 works of art; the Harry W. Bass Business History Collections, with over 23,000 volumes; the John and Mary Nichols Rare Books and Special Collections, with over 12,000 volumes; and the Chinese Literature Translation Archive, which houses nearly 10,000 volumes and thousands of documents relating to translators of modern Chinese literature in the West.

University Libraries is a member of the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Greater Western Libraries Alliance, Scholarly Publishing and Academic Resources, Council on Library and Information Resources, Digital Public Library of America, HathiTrust, Western Storage Trust, Open Textbook Network, Library Publishing Coalition.

About the University

[The University of Oklahoma](#) serves the educational, cultural, economic, and healthcare needs of the state, region, and nation from three campuses: Norman, Health Sciences Center in Oklahoma City, and Tulsa Schusterman Center. The university is home to over 31,000 students, more than 3,500 faculty and 8,000 staff across all three campuses and is supported by a $2 billion budget and an endowment of $1.52 billion. In 2014, OU became the first public institution ever to rank #1 nationally in the recruitment of National Merit Scholars. The 277-acre Research Campus in Norman was named the No. 1 research campus in the nation by the Association of Research Parks in 2013.

The central campus and administrative offices of the University of Oklahoma are located in Norman, a city of more than 120,000 residents. Norman is often cited in "best places to live" rankings and is a culturally rich and vibrant community with outstanding schools, amenities, and a low cost of living. See [visitnorman.com](#) for more information about Norman. The state capital, Oklahoma City, is located 20 miles to the north. With over 1.35 million residents and a unique central plains heritage, the Oklahoma City metro is home to a diverse and lively array of arts, culture, dining, sports, and entertainment. For more information about Oklahoma City, see [visitokc.com](#)

Why You Belong at the University of Oklahoma: The University of Oklahoma values our community's unique talents, perspectives, and experiences. At OU, we aspire to harness our innovation, creativity, and collaboration for the advancement of people everywhere. You Belong Here!

Equal Employment Opportunity Statement: The University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, genetic information, gender identity/expression (consistent with applicable law), age (40 or older), religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services.