



**Southern California Library
POSITION ANNOUNCEMENT
Digital Media Coordinator**

The Southern California Library is an archive and educational/cultural center in South Los Angeles that documents and provides access to histories of communities in struggle for justice. Combining our rare collections, technology, and innovative programming, we engage people in learning from these histories—so collectively we can better understand and address critical conditions facing our communities today, such as poverty, incarceration, policing, and homelessness. We work with local residents, community-based organizations, students, educators, and researchers, especially in communities of color that have historically been marginalized. For more information about the Library, see www.socallib.org.

Position Description: The Digital Media Coordinator will take the lead in helping us develop a dynamic and sustainable program for digitizing the Library's historical collections in ways that allow us to use the Web and other new media technologies like blogging/lifestreaming, YouTube, Flickr, and podcasts to engage people in using, learning from, and interacting with our resources.

Core responsibilities include:

- Assess the Library's current technological capacity
- Develop a project plan for a digitization program
- Digitize materials from the Library's collections and assist in the creation of digital media products
- Survey teachers and members/staff of community-based groups about their content needs
- Explore legal issues, including copyright, ownership, and licensing questions
- Develop project documentation, including training materials
- Create an evaluation process for the digitization program

Qualifications include:

- 2–3 years experience in using digitizing equipment and software (i.e., scanner, digital camera, PhotoShop, Adobe Acrobat)
- Experience with project management
- Strong oral and written communication skills
- Ability to work independently and as part of a team
- Interest in and broad knowledge of new and emerging media
- Interest in social justice issues
- Knowledge/experience with any of these items a plus: Copyright issues and other legal considerations; video/audio production skills and experience; experience in popular education and/or community building

Compensation and application process:

Compensation is through The Transmission Project's Digital Arts Service Corps and in addition to salary includes health benefits, college loan deferment/forbearance, and a \$5,350 end-of-service educational award. The position is full-time for one year. Position is opened until filled, so we encourage you to apply immediately. Send resume and cover letter to mwelsing@socallib.org. People of color encouraged to apply.