

COLLECTIONS DATABASE PROGRAMMER

Department: Collections
Reports to: Curator of Collections
Supervises: None
Position: Collections Database Programmer
FLSA: Three-year, Part-time, Non-Exempt

POSITION SUMMARY

In partnership with the University of Massachusetts Boston, Plimoth Plantation seeks a Collections Database Programmer to lead the digitization efforts of the Museum.

The Collections Database Programmer will assist with digitization of four of Plimoth Plantation's archaeological collections and implement an online database of this information for scholarly and public use. This position manages the digitization, long term preservation, organization, and distribution of the museums' digitized and born-digital material. As part of the Center for 17th-Century Studies at Plimoth (CSSP), the Collections Database Programmer creates and maintains sustainable online and offline systems while diligently working toward Plimoth's goal of preservation and dissemination of digital materials.

This position is 30 month, part-time grant funded position through Plimoth Plantation in Plymouth, Massachusetts, but can be conducted from a remote location with the possibility of regular visits to Plimoth Plantation.

About the Project:

This project will digitize the artifacts and archaeological excavation records for the Winslow Site (C2), the William Bradford II Site (C6) and the Allerton-Cushman Site (C21) and assist in implementing an online database to disseminate the data.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Collections Database Programmer is directly responsible for completing various grant-funded project tasks including:

- Updating and refining Plimoth's open-source collections management software, CollectionSpace, to meet Museum- and grant-specific needs
- Implement and customize a Django App that uses data in CollectionSpace to populate a user-friendly database of the collections
- Maintaining the digital asset management system to allow the public to access records and artifacts
- Overseeing metadata clean-up to ensure consistency

In addition, the Collections Database Programmer is responsible for maintaining the workflow of the Digital Asset Management system for Plimoth Plantation.

- Establish a sustainable workflow for digital asset management and digital archiving. Maintain accurate records and documentation for the system.
- Create and assign appropriate metadata for assets to ensure accurate usage rights.
- Work with IT staff and Deputy Director of Public Engagement to plan upgrades and maintenance of digital archive and asset management systems.
- Execute periodic auditing of digital assets, digital storage systems, and related workflows to ensure long-term persistence and usability of the digital material. Convert legacy media when

necessary.

- Assist the Curator in registering internal and external users to the Digital Asset Management system based on permissions. Configure digital storage software platforms, manage user accounts, and control access.

This description focuses on the primary duties of the position. It is not designed nor intended to include all duties inherent in satisfactory performance of the position, and it may be revised from time to time. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

EDUCATION AND EXPERIENCE

Bachelor's degree in a related field preferred or minimum of 2 years of relevant experience. Applicants must be comfortable programming in languages like Python, Django, PHP, application automation, and data manipulation languages like SQL. CollectionSpace and Omeka experience is a plus. Museum experience is a plus.

ADDITIONAL REQUIREMENTS

Must have aggressive project management skills, the ability to stretch limited resources and a do-it-yourself attitude!

Knowledge of and experience with digital asset management systems, open-source software, hosted or cloud-based platforms. Thorough knowledge of metadata schemas and standards; experience with metadata standards.

Demonstrated knowledge of digital archives, electronic record management, and digital preservation practice. Knowledge of archival management practices of time-based media, born-digital complex objects, and digitally-constructed, multi-layered projects. Demonstrated ability to be self-motivated, to work independently, and to work in a collaborative environment. Excellent written and verbal skills.

CORE COMMITMENT

Whether part-time or full-time, year-round or seasonal, all staff and volunteers at Plimoth Plantation advance the Museum's educational mission and strategic goals. They uphold the Museum's core values and principles in their work and in all of their interactions with the public and with coworkers. This commitment helps to ensure that Plimoth's reputation for excellence is maintained and that, as stewards of the Museum, we are helping to create a relevant and sustainable future for Plimoth Plantation. The core principles that guide us in our work are:

- Safety and Comfort
- Compassionate Customer Engagement
- Professional Excellence
- Personal Accountability
- Advance a Culture of Philanthropy
- Teamwork

Employee Signature

Date