

Job Description
Coordinator
(Cultural Heritage Assets)

Scope

The role of Coordinator (Cultural Heritage Assets) is to assist with the digital acquisition of cultural heritage assets, your primary responsibility is to facilitate the preservation and accessibility of valuable cultural artifacts, documents, and materials through digitization processes. You will play a crucial role in preserving our cultural heritage for future generations by ensuring the digital reproduction and organization of these assets.

Main Responsibilities

- Documentation and Reporting:
 - Maintain detailed records of digitization processes, project status, and equipment maintenance.
 - Operate Photographic and video equipment to create features as well as documentaries for social media or broadcast in relation to the digitised assets.
- Digitization Execution:
 - Implement the right digitisation methodology according to the specific Cultural heritage asset and its intended use.
 - Operate digitization equipment such as scanners, cameras, and software to create high-quality digital reproductions.
 - Handle fragile or sensitive materials with care during the digitization process.
 - Monitor the digitization process for quality assurance and troubleshoot technical issues as they arise.
- Metadata Management:
 - Create and maintain detailed metadata records for digitized assets, including descriptions, provenance, and copyright information.
 - Ensure consistency and adherence to metadata standards.

- Quality Control:
 - Review digitized assets for accuracy, completeness, and image quality.
 - Retouch, enhance, or correct digitized images as necessary.
- Accessibility and Dissemination:
- Assist in making digitized assets accessible to researchers, scholars, and the public through digital repositories or online platforms.
 - Collaborate with web developers and content managers to ensure a user-friendly interface.
- Training and Outreach:
 - Provide training and guidance to staff or volunteers involved in digitization projects.
 - Engage with the public or interested parties to promote awareness and appreciation of digitized cultural heritage assets.
 - Works in close collaboration with other Heritage Malta professionals.
 - Observes professional ethics.
 - Ensures adherence to policies, procedures and approved budgets.
 - Other duties as may be required by the Agency.

Skills and Knowledge

- Good knowledge and experience in handling video / photographic equipment including editing using the Adobe Premier suite.
- Knowledge of digitization techniques, equipment, and software.
- Familiarity with metadata standards and cataloguing practices.
- Strong attention to detail and organizational skills.
Excellent communication and collaboration abilities.
- Experience in cultural heritage institutions or similar environments is a plus.

Qualification and experience

Pertinent Diploma (MQF Lv 5) in Digital Arts, AV studies or communication + 4 years relevant experience.

OR

Pertinent Qualification (MQF Lv 6 or higher) in Digital Arts, AV studies or communication + 2 years relevant experience.