



STATE OF COLORADO
invites applications for the position of:

Project Manager- Colorado Digital Newspaper (Limited Term Position)

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Denver Metro, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1200 Broadway

SALARY: \$1,530.46 - \$1,680.00 Biweekly

OPENING DATE: 03/19/20

CLOSING DATE: 04/09/20 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



HISTORY *Colorado*

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people at History Colorado. Our professionals inspire generations to find wonder and meaning in our past and to engage in creating a better Colorado. The History Colorado Center is a location convenient to downtown shopping, restaurants, and cultural facilities in the Golden Triangle district. In addition to a great location, we offer fantastic benefits including:

Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan or PERA Defined Contribution Plan](#) plus 401K and 457 plans
[Medical and dental health plans](#)

Employer supplemented [Health Savings Account](#)

Paid life insurance

Short- and long-term disability coverage

10 paid holidays per year plus 12 hours of vacation and 6.66 hours of sick leave a month

Free [RTD EcoPass](#) (Denver Metro locations)

[BenefitHub](#) state employee discount program

[CafeWell](#) employee wellness program

Excellent work-life programs, such as flexible schedules, training and more

HISTORY COLORADO has a strong commitment to diversity and cultural competence. We welcome responses from people of diverse backgrounds and abilities.

DESCRIPTION OF JOB:

This is a 4-months limited-term position with the possibility of an annual renewal of the grant.

History Colorado seeks a knowledgeable, resourceful, and collaborative individual for the position of Project Manager. The Project Manager will coordinate activities for the proposed, multi-year grant project, Colorado Digital Newspaper Project. In this project, History Colorado will digitize approximately 150 reels of microfilmed Colorado newspapers in their entirety and make them available through the Library of Congress's Chronicling America website (<http://chroniclingamerica.loc.gov/>) and the Colorado Historic Newspapers Collection (www.coloradohistoricnewspapers.org).

Duties:

Under the supervision of the Curator of Archives at History Colorado, the Project Manager will coordinate the day-to-day operations of the Colorado Digital Newspaper Project. The Project Manager will ensure microfilm selected for the project meets required technical specifications and will work with the digitization vendor to prepare metadata for newspaper titles and reels selected for digitization. The Project Manager will also review and validate digital files received from the digitization vendor and maintain a database to track the movement of microfilm and digital files.

The individual in this position will serve as the primary contact with staff at the Colorado Historic Newspapers Collection, the Colorado State Library, digitization vendors and the Library of Congress, arranging schedules for duplication of microfilm, digitization of microfilm and delivery of digital files. Additionally, the Project Manager will assist in producing reports, researching and writing newspaper title histories, and promoting the digital newspaper collection. The Project Manager will also travel to Washington D.C. annually to represent Colorado at National Digital Newspaper Program meetings.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Required qualifications: Master's degree in library or information science from an ALA accredited program; one year of experience in a library or archives setting; experience with digitization processes; an understanding of microfilm to digital conversion processes; demonstrated knowledge of metadata practices and standards.

Preferred:

- Demonstrated experience researching newspapers
- Demonstrated project management experience
- Coursework in or knowledge of Colorado history
- Experience with XML
- Knowledge of METS
- Works with volunteers and interns

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Online is the preferred method of applying for this announcement.

DEPARTMENT CONTACT INFORMATION:

Dany.mccoy@state.co.us

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.colorado.gov/jobs>

Position #GCA-3.2020
PROJECT MANAGER- COLORADO DIGITAL NEWSPAPER
(LIMITED TERM POSITION)
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Project Manager- Colorado Digital Newspaper (Limited Term Position) Supplemental Questionnaire

- * 1. What experience demonstrates your ability to manage a digitization project? Include information about materials digitized, standards used, and quality control procedures.

- * 2. Imagine a scenario in which there are multiple parties (for-profit companies, federal organizations, and state agencies) all with distinct personalities, missions, goals, motivations, etc. A joint project is stalled because they cannot agree on the path forward. It is your job to help these parties reach consensus and agree to move forward together with a plan. What do you do?

- * 3. Why is it important for cultural institutions to collect and make newspapers available to researchers?

- * Required Question