

Audiovisual Metadata Platform (AMP) Project Assistant

To apply, please send a resume to Jon Dunn, Assistant Dean for Library Technologies, jwd@iu.edu

Temporary Employee
15-20 hours/week, \$15/hour
Library Computer Assistant III

Position begins in August 2019 and continues through May 2020, with potential for renewal.

The Library Technologies division of the IU Libraries is seeking a half-time digital library project assistant to help with project documentation, internal and external communication, user experience design, and testing for AMP, the Audiovisual Metadata Platform. Development of AMP is funded by a grant from the Andrew W. Mellon Foundation, with a goal of creating an open source software system that supports the creation of workflows that integrate automated machine learning-based tools and human expertise to more efficiently create metadata for audio and moving image resources for purposes of discovery, identification, navigation, and rights determination. More information on the project may be found at <https://go.iu.edu/amppd>.

The main responsibilities for this position will include some or all of the following, depending on the skills of the successful candidate:

- Manage and organize the AMP project wiki
- Manage and assist in writing user and technical documentation for AMP
- Plan and conduct communication and social media activities to promote the AMP project and its deliverables
- Assist the principal investigator and project manager in scheduling and organizing meetings and other events involving project team members and outside collaborators
- Assist project staff in taking in and managing content from collection partners for purposes of AMP testing
- Assist in interaction design and visual design for AMP software user interfaces
- Carry out feature testing for the AMP system as required
- Other duties as assigned

Qualifications

Required Qualifications:

- Experience with online communication and promotion using social media platforms
- Excellent written and oral communications skills
- Experience creating and editing websites and/or wikis
- Strong organizational and analytical skills
- Ability to manage data and tasks in spreadsheets (Excel, Google Sheets)
- Must function well on a team and meet deadlines

Preferred Qualifications:

- Bachelor's degree in a relevant discipline
- Experience with web user interface and interaction design
- Experience planning and completing complex projects
- Familiarity with academic library goals and culture
- Experience with and knowledge of audio and video formats
- Knowledge of JSON and/or XML data formats
- Experience using Windows, Mac, and Linux systems

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