Audio-Visual Project Coordinator
The University of Illinois at Urbana-Champaign Library is seeking a qualified and
talented candidate for the temporary position of project coordinator for a three-year grant-
funded project. The candidate should possess initiative and a strong commitment to the
development of new technologies for the preservation of library materials.

Responsibilities: Develop and oversee the testing of an audio-visual preservation self-
assessment program for multiple academic departments at the University of Illinois and
the Illinois Heritage Association focusing on moving image and sound recordings. The
three-year project will involve extensive research into current audio-visual preservation
issues including identification, stabilization, reformatting, digital storage and metadata
production; the development of a computer-based self-assessment program, and the
testing of that program. The Project Coordinator will directly oversee one 50% FTE
graduate assistant and one 25% FTE equivalent hourly graduate assistant.

Specific activities include:
• Hire, supervise and work with graduate assistants for software development of an
electronic tool to facilitate a collection assessment
• Conducting needs assessment: The Project Coordinator ensures that each partner
participating in the project defines the scope and use of their collections.
• Maintaining the project Web site: The project website is closely monitored and
updated regularly to ensure that all of the information on the site is relevant and
timely.
• Initiating, guiding, and summarizing listserv discussions among the project partners
to achieve consensus on goals and objectives.
• Organizing partners' meetings.
• Writing regular project reports for the funding agency.
• Writing news and magazine articles as required for the project, and working with the
appropriate campus and University Library units to publicize the project and its goals.
• Conducting, with the Project Director and partners, outcome-based evaluative
research and producing reports, presentations and publications that inform funding
agency and the various professional communities represented by the project.
• Collaborating with Library and other UIUC faculty, development staff, and others to
identify ways in which the project can benefit or partner with current UIUC programs
and outreach activities.

Required: The successful applicant will have experience with archival processing or
preservation of audio-visual materials, as well as experience with supervision; quality
control; and descriptive standards, cataloging, EAD and/or archival description. They
must also have excellent planning, organization, and communication skills and be
proficient with Microsoft Office software and databases.

Preferred: Masters of Library Science or a Masters of Arts or Science in a related field.