



## **Digital Archivist**

The Women Religious Archives Collaborative (WRAC) is a Catholic nonprofit organization in Cleveland, Ohio that is building an archives and heritage center to house the collective memory of over 40 archival collections of congregations of Catholic sisters. As the legacy of each congregation, canon law mandates and supports record keeping and the maintenance of archives to provide a window into the origins, development, spirit, and charism of the orders and its members throughout the world. The organization strives to fulfill its mission as a repository of record. For more information on WRAC visit <https://archivescollaborative.org/>.

### **Position Summary:**

The Digital Archivist is responsible for creating and implementing a comprehensive digital records management program for WRAC's partner congregations and monasteries. This includes developing policies and procedures for the preservation and transfer of born-digital and digitized materials, establishing workflows for arranging and describing digital collections, and integrating these processes with traditional paper-based collections. Reporting to the Lead Archivist, the Digital Archivist will work with partner institutions to identify digital records creators, oversee the transfer of born-digital files, and manage the processing of digital and hybrid format collections while serving as a resource for the archives, researchers, and WRAC leadership.

**Reporting Relationship:** This position reports directly to the Lead Archivist.

### **Work Location & Requirements:**

- Hybrid work arrangement with flexibility for off-site work digital processing tasks.
- Regular in-office presence required for physical handling of digital media, team meetings, and equipment coordination.
- Occasional travel may be required.

### **Duties & Responsibilities:**

- Collaborates with Lead Archivist and to assess and address WRAC's digital infrastructure, workflow, and software needs; develops implementation roadmap for digital asset management solutions.
- Manages the lifecycle of born-digital and digitized records by creating, documenting, and implementing workflows for transferring, describing, processing, preserving, and providing access to these materials.

- Provides guidance to partner congregations and monasteries on the preservation and transfer of born-digital and digitized materials and develops procedures for arranging and describing them.
- Analyzes born-digital content for the presence of personally identifiable information and other confidential and sensitive information.
- Cross-trains members of the team at WRAC on workflows relating to born-digital and digitized materials, including digital archives management and digital preservation.
- Collaborates with the WRAC team on accessioning and processing collections, and the development of processing guidelines and best practices.
- Works with IT staff and leadership to ingest born-digital and digitized materials into archives-controlled preservation storage; collaborates with them to develop systems for preserving and managing born-digital materials; and advises on software and hardware issues related to digital tools.
- Coordinates digitization projects and appraises digitized materials to ensure quality and integrity.
- Participates in professional development related to digital archives and preservation; stays current with emerging standards, tools, and best practices.
- Complete other duties and special projects as assigned.

#### **Skills & Qualifications:**

- ALA-accredited Master of Library Science (MLS) or a related advanced degree.
- Two to three years of professional experience as an archivist in an increasingly responsible position in the management, digitization, and preservation of born-digital and digitized materials.
- Knowledge of strategies developed or adopted by the archival community for managing born-digital and digitized archival materials.
- Experience in performing digital archives tool-related software installation, updates, and staff training.
- Experience with tools and software to capture, manage, and deliver born-digital and digitized records and with transferring content from legacy media such as hard drives, flash drives, floppy disks, servers, and zip disks.
- Knowledge of relevant standards for archival description and preservation, including DACS, EAD, EAC-CPF, PREMIS, and familiarity with other metadata standards.
- Experience in collection management systems (ArchivesSpace or similar); API integration (Preservica, Omeka-S, and similar) preferred.
- Demonstrated ability to be flexible, to adapt to change, and successfully work in a dynamic environment.
- Ability to establish priorities and work creatively in a rapidly changing, complex environment.
- Ability to work independently, communicate effectively, and work collectively as a team.

## **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. WRAC reserves the right to modify job duties or job descriptions at any time based on organizational needs.

**Funding and Employment Status:** This is a full-time, grant-funded position through December 2030. Continued employment beyond this date is contingent upon additional funding and organizational needs.

**Compensation:** Starting at \$53,000, commensurate with experience.

**Benefits include:**

- Health insurance
- Dental insurance
- Vision insurance (optional)

**Application Process:** Please submit a cover letter and résumé to Sarah Lubelski at [careers@archivescollaborative.org](mailto:careers@archivescollaborative.org). Please include “Digital Archivist” in the subject line of your email.

**Application Deadline:** February 28, 2026