

Digital Technician

History and Nature of Position

For the past few years, the Baylor University Institute for Oral History (BUIOH) has seen an increase in the need for students with technical skills to accommodate a number of new technological endeavors as BUIOH looks to expand its online presence and further curate its impressive collection of nearly 7,000 oral history interviews. Among others, these tasks include the processing of open-reel and video tape digitization provided by the Ray I. Riley Digitization Center, the inclusion of audio files alongside transcripts on the Baylor Digital Libraries online content management system, Quartex, and the creation of online curated content portals via the groundbreaking Oral History Metadata Synchronizer (OHMS).

BUIOH has traditionally trained a mix of undergraduate student workers and graduate assistants formerly tasked with transcription and editing tasks only to handle this additional workload. Now we employ one to two “Digital Technicians,” reporting to the Collection Manager, who handle these duties expressly. In particular, digital technicians will be asked to:

1. **Accession new interviews into the collection**
 - Prepare raw WAV files for preservation through concatenation into a preservation master
 - Create access MP3s for transcription and eventual upload to our online database (Quartex)
 - Enter biographical and interview data into interview process tracking database (FileMaker Pro)
 - Create physical file folders and scan deed of gift contracts
2. **Aid in BUIOH digitization project**
 - Prepare analog media for delivery to Ray I. Riley Digitization Center/return digitized materials to BUIOH
 - Update FileMaker Pro database with digitization progress
 - Label and restock analog media after digitization
3. **Prepare transcript and audio files for upload to Quartex**
 - Create metadata profiles for new interviews
 - Add access MP3 files to existing objects containing transcripts online
 - Update metadata of existing object/create metadata for audio recordings
 - Update FileMaker Pro with online access progress
4. **Respect the confidentiality of the materials you handle.**
 - Do not discuss the contents of any in-process transcripts with anyone outside of the faculty and staff of the Institute for Oral History.
 - Do not remove transcripts or recordings in either digital or analog form from the institute offices without the express permission of a staff or faculty member.
5. **Arrive to work on time and submit required reports in a timely manner.**
 - Establish a work schedule and follow it. If you will be unable to work at a scheduled time, let Mr. Sielaff (or, in his absence, Mrs. Reyes) know ahead of time.

- Complete and submit your online payroll time sheet for approval after your last work session of each two-week pay period. Time sheets must be submitted by noon Sunday after the end of each pay period at the very latest.

6. Maintain a quiet, clean, and efficient work area.

- Keep your work area free of trash, food and drink, or other unnecessary personal items.
- Log out of any computers you use when you leave.
- Refrain from cell phone calls, phone or Internet messaging or chatting, or personal Internet browsing during your working hours. If you need to take a personal call, please step into the hallway.
- Keep personal conversations to a minimum during your work hours in the editorial center.
- Speak softly to avoid disrupting the concentration of others in the editorial center and the office suite.