The University of Nevada, Las Vegas seeks candidates for the following temporary grant-funded position:

**Digital Collections Metadata Specialist**

**Responsibilities:** Work collaboratively with Special Collections and Digitization staff to plan and create digital collection metadata contributing to the creation of the LSTA grant-funded *Menus: The Art of Dining* digital collection.

- Utilize national best practices, metadata standards, data dictionaries, and metadata procedures for digital collections
- Perform research as needed on original materials to identify appropriate subject terms and search terms
- Assign original descriptive metadata to item records in order to facilitate search and retrieval of CONTENTdm records
- Create project metadata data using controlled vocabulary, natural language terms, thesauri, and local subject headings
- Perform data entry and quality control of metadata records.
- Normalize data and prepare metadata for batch uploading
- Work with library staff to develop metadata templates and map selected fields to Dublin Core standards
- Review metadata in CONTENTdm software and test searchability of collections
- Maintain documentation and progress reports during grant period to contribute to final report.

**Required qualifications:** BA (in any field). Demonstrated study, interest and knowledge of history, hospitality, information studies or library science will be given preference. Experience with metadata creation or cataloging of museum/library/cultural collections. Experience working with database programs (MS Access) required. Must be detail-oriented.

**Preferred qualifications:** Completed MLS, or graduate work towards degree in library science or information studies. Knowledge of Dublin Core metadata standards and metadata for digital collections. Experience with database design, and/or CONTENTdm software. Preference given to applicants with reading knowledge of French, German, or Spanish.

This is a temporary professional position funded for July 2009-June 2010. Flexible work schedule (approximately 30 hours per week). **Project funding ends June 30, 2010.**

Please send letter of interest, resume, and contact information for three professional references to Cory Lampert, Digitization Projects Librarian (cory.lampert@unlv.edu).