

The Open University is currently offering three posts relevant to Digital preservation:

### **STELLAR Project Manager (Library Services),**

Temporary Contract until 31 July 2013, Based in Milton Keynes

£37,012 - £44,166 (pro rata) 15 hours a week

closing date : 19/04/2012

Following the promotion of the current post-holder the Open University Library Services wishes to appoint a skilled and experienced project manager to manage the JISC-funded STELLAR project until 31 July 2013. This project, part of the JISC 'Enhancing the Sustainability of Digital Content' programme strand is investigating the value of older digitised and born-digital learning and course materials. The project will also be investigating the application of semantic technologies to digital course materials, to discover whether this improves the long-term sustainability of this content. You will need a good track record of successfully delivering funded-projects in a library environment, have excellent project management skills and a good knowledge of library technologies such as digital library systems. The role involves working as part of a small team of project managers in the Digital Services team and will work closely with the team developing the Open University Digital Library.

Details: <http://www3.open.ac.uk/employment/job-details.asp?id=6210>

### **Digital Services Project Officer , Library Services**

Part time 22 hours per week, Based in Milton Keynes

£30,122 - £35,938 (pro rata)

closing date : 19/04/2012

This is an exciting opportunity to join the Digital Services team at the Open University Library Services. The team has a strong record of success in delivering innovative funded-projects and is currently running two JISC-funded projects, (STELLAR on digital content and MACON on mobile technologies), as well as two internal projects building the Open University Digital Library and implementing a reference management tool across the University. This post will be carrying out routine project management tasks across the range of projects being delivered by the team. You will need to have experience of working as part of a project team, carrying out project administration tasks such as project reporting and budget administration. You will need to be able to work effectively as part of a project team as well as being able to work on your own on individual tasks, and be motivated and organised.

Details: <http://www3.open.ac.uk/employment/job-details.asp?id=6209>

**Metadata Development Officer , Library Services**

Temporary 6 month contract, Based in Milton Keynes

£30,122 - £35,938

closing date : 30/04/2012

We are seeking a metadata specialist to work closely with our Digital Library Technical Developer and University Archivist to recommend, implement and apply international metadata standards to a wide variety of content types. The post will ensure Digital Library content is easily discoverable, accessible and that digital preservation standards are met. You will have experience working with recognised cataloguing and indexing standards, subject indexing using recognised thesauri and an understanding of the principles of applying metadata and the range of schemas currently available. Familiarity with digital libraries and/or digital preservation projects is preferred. You will need to be able to work effectively as part of a project team as well as being able to work on your own, and be motivated and organised. Ideally you would be practised in communicating with technical and non-technical members of a team and able to liaise with end-users and understand their needs.

Details: <http://www3.open.ac.uk/employment/job-details.asp?id=6215>