



Metadata Specialist

Project Based for The US Department of Education Award

ARCE, Cairo, Egypt

AnnouncementNumberARCE/22-02

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Open till its filled

The Mission and Organization

The American Research Center in Egypt (ARCE) is a private nonprofit organization whose mission is “to support research on all aspects of Egyptian history and culture, foster a broader knowledge about Egypt among the general public, and strengthen American-Egyptian cultural ties.”

ARCE was founded in 1948 by a consortium of American academic and cultural institutions and scholars to promote greater knowledge of Egypt and the Middle East and to facilitate the work of American scholars conducting research in Egypt. Today ARCE continues the work for which it was founded and further plays an active role collaborating with Egypt’s Ministry of Antiquities. It sponsors training courses and activities in Egypt and conducts conservation projects that span the temporal and cultural range of the country’s vast heritage (from prehistory to modern times, from archaeological sites and monuments to museum objects to texts). ARCE also undertakes significant outreach activities within the United States focused on raising awareness of and interest in Egypt among the general public.

A Leader in Egyptian Academic Research

ARCE is a membership organization composed of both institutional members (Research Supporting Members or RSMs) and individual members. The RSMs comprise virtually all of the major North American academic and cultural institutions with research interests in Egypt and include some of the most prestigious private and public academic and cultural institutions.

ARCE has developed from a small academic and scholarly organization into a complex and culturally significant institution with permanent facilities in both Cairo and the U.S. The Cairo office includes a specialist library on Egypt utilized by scholars and students as well as ARCE members. Programs developed with resources from the United States Agency for International Development have resulted in over 75 completed projects of monument conservation. Specialized training of well over 750 Egyptian archaeologists and conservators will contribute toward the future preservation of Egypt’s cultural heritage.



ARCE's Activities and Programs

ARCE's activities and programs take place in both the United States and Egypt. U.S. activities focus on an annual scholarly meeting, informational and promotional tours, chapter events, and related activities. Egypt is the primary focus of ARCE's core work, which centers around three crucial, inter-related axes: *Preserving World Heritage*; *Educating the Next Generation of Scholars*; and *Excavating and Conserving Ancient Sites and Monuments*.

Preserving World Heritage

ARCE's broad work in Egypt includes conservation of culturally significant sites, monuments, architecture, artworks, religious inscriptions, texts, and artifacts representing thousands of years of Egypt's cultural achievement. Through its Antiquities Endowment Fund, for example, ARCE has supported the preservation of early mud brick monumental architecture at Abydos, the palace at Malqata (western Thebes) built by Amenhotep III of Dynasty 18, the unique Coptic frescoes and monuments of the Red Monastery, and the Hisn al-Bab. Likewise, it has supported the conservation and documentation of Egyptian coffins and a Theban tomb field school for the tomb's epigraphic, photographic, and artifact recording.

Educating the Next Generation of Scholars

ARCE's fellowships allow U.S. scholars to do important research in Egypt. Over the course of five decades, fellowships have benefited over 650 scholars whose research interests spanned the entirety of Egypt's history and culture. ARCE's Field School training projects create a new generation of Egyptian archaeologists and conservators, as well. In June 2013, ARCE ran its first field school organized and run completely by Egyptians and taught in Arabic. Those leading the training were themselves former graduates of ARCE field schools.

Excavating and Conserving Ancient Sites and Monuments

ARCE facilitates the fieldwork activities of its Research Supporting Members and interfaces with the Ministry of Antiquities on their behalf. ARCE's RSMs undertake a wide variety of archaeological activities, including survey, excavation, conservation, and site management. Current RSMs operate archaeological projects all over Egypt, focused mainly but not exclusively on prehistoric, pharaonic, and Graeco-Roman sites. ARCE-affiliated projects include archaeological work at the Giza Pyramids, South Abydos, Luxor, Tell Gabbara in the Delta, Tell Edfu in Upper Egypt, and the Red Monastery Project in Sohag.



Qualifications

- Bachelor's degree or Master's in Digital Humanities with a preference to Information Science, Archival Studies, Data Management, Anthropology, Sociology or similar field OR equivalent working experience in a library, research, or archival setting.
- 2 years' experience in metadata creation and data entry.
- Experience with cultural heritage institutions and/or a strong interest in cultural heritage management
- Ideal candidate will have experience working with the [Metadata Object Description Schema \(MODS\)](#) and controlled vocabularies such as [Library of Congress Subject Headings](#), the [Getty Art & Architecture Thesaurus](#), the [Virtual International Authority File](#), etc.

Skills and Duties

- Superior writing skills, including the ability to synthesize complex information into simplified and cohesive phrasing.
- Excellent research and problem-solving skills, including the ability to analyze, compare, evaluate, reconcile, and order data.
- Highly motivated, organized, and detail-oriented individual with the ability to work independently.
- Proficiency in Microsoft Office and Google Suite.
- Fluency in English with **excellent** written and verbal communication skills (a written sample is required).

Responsibilities

- Perform metadata creation, compilation, and entry for cultural heritage collections from the ARCE Conservation Archives records.
- Update and adapt metadata standards in coordination with UCLA Digital Library as necessary to create new schema fields for enhancing collection descriptions.
- Update and adapt archival policies and documents as best fit project needs, particularly the Preservation Best Practices outlining digital and physical preservation measures as well as the Archives Processing Manual outlining the digitization and data preparation process.
- Coordinate with partner institution UCLA to arrange the delivery and ingestion of digital assets and collection metadata into UCLA's content management system.
- Collaborate with the Archives team to present project progress and implementation questions to the advisory board for review and feedback.
- Work within the project team to evaluate and improve the ARCE Conservation Archives website.
- Document metadata, website, and overall project processes, progress, and setbacks, as well as lessons learned and areas for improvement.
- Prepare, and draft annual and final reports for project accomplishments.
- Collaborate with Project Archives Specialist to plan, organize, and administrate outreach activities, publicizing newly added collections.
- Facilitate the dissemination of ARCE's conservation archives; through presenting at ARCE-sponsored events or through collaboration with other institutions.



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How to Apply: To ensure consideration for this employment opportunity, applicants must reference the Announcement Number and Job Title in the subject line of an email in the following manner: ARCE/22-02, Metadata Specialist to be emailed to Recruitment@ARCE.org. The application package should include an up-to-date CV, letter of interest, and photocopies of educational certifications (e.g. university transcripts, diplomas, certificates,- written sample in English is required etc.). Employment Reference letters are optional.

Reporting Relationship: This position reports to the Archive Manager.

Eligibility for Consideration: Candidates must be legally permitted to work in Egypt.

Closing date for application to be considered is: July 7th , 2022

Only short-listed applicants will be contacted.

Questions regarding the vacancy may be emailed to recruitment@arce.org

The American Research Center in Egypt is an Equal Opportunity Employer and is seeking a diverse slate of qualified candidates for formal consideration.

Note: ARCE understands that interested applicants may not meet 100% of the posted requirements. Should you feel you are a suitable candidate (even coming from a different professional background), we encourage you to apply and **demonstrate why you would be a strong candidate** for the position in your cover letter and writing sample.