

An exciting opportunity has arisen to join the Austrian Centre for Digital Humanities ([ACDH](#)), a research institute of the Austrian Academy of Sciences ([OeAW](#)), Austria's leading non-university research facility, in the role of

REPOSITORY MANAGER (F*M)

(part time, 20-30h per week)

You will join an internationally networked team, pursuing research on the border between information and communication technology and humanities studies.

In this role, you will be responsible for the day-to-day management of the ACDH's long-term archive ARCHE. This entails in particular the communication with depositors and curation/quality assurance of the material to be deposited. Furthermore, you will contribute to the continuous development of the repository by implementing and improving workflows to capture, describe, store and disseminate a range of research outputs in a broad range of formats from multiple Humanities disciplines. You will also provide consultation and advice to researchers on good practices in research data management.

Your responsibilities will comprise

- data management, curation and conversion of metadata, research data, and semantic data resources
- standard-based description of resources
- coordination of the deposition process, communication with the depositors
- preparation of audits and certification processes
- communication with programmers to support further technical development
- involvement in the strategic planning regarding the further development of the archive
- ensure compliance and monitor metadata quality

We expect the applicant to

- have a Bachelor or Master degree in digital humanities or another humanities discipline and experience in working with research data
- have in depth knowledge of relevant (meta)data standards including (but not limited to) dublincore, METS, TEI, CMDI, LIDO and relevant RDF vocabularies
- assess the training needs of specific stakeholder groups within the institution as well as run training sessions
- have exceptional communication skills, allowing her/him to liaise with a wide variety of departments and interest groups
- have an overview over the repository landscape and community

We offer

- an international and diverse working environment in the centre of Vienna
- work with unique cultural heritage material
- strong focus on training and skills development
- national and international collaboration opportunities

The employment will start in February 2020 and initially run for 12 months. We offer an annual gross salary of € 40.096,00 (based on a full-time employment) according to the collective agreement of the Austrian Academy of Sciences.

Please send your application including CV, statement of motivation and references of previous projects via email to acdih@oeaw.ac.at. The application deadline is 15.12.2019.

The Austrian Academy of Sciences (ÖAW) pursues a non-discriminatory employment policy and values equal opportunities, as well as diversity. The ÖAW lays special emphasis on increasing the number of women in senior and in academic positions. Given equal qualifications, preference will be given to female applicants.