

Job ID: ACDH084TEC120

The Austrian Centre for Digital Humanities and Cultural Heritage ([ACDH-CH](#)) of the Austrian Academy of Sciences ([OeAW](#)), Austria's leading non-university research and science institution, is offering a position as

## 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-CH'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
- ensure compliance and monitor metadata quality

### We expect the applicant to

- 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 center 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 November 2020 and run for 12 months. In accordance with the collective agreement for employees of the Austrian Academy of Sciences, the annual gross salary is € 20.448,96 for 20 hours per week and € 30.673,44 for 30 hours per week.

Please send your application (including CV, statement of motivation and references of previous projects) via email to [acdch@oeaw.ac.at](mailto:acdch@oeaw.ac.at) (mentioning Job ID: ACDH084TEC120) no later than **October 15, 2020**.

*The Austrian Academy of Sciences (OeAW) pursues a non-discriminatory employment policy and values equal opportunities, as well as diversity. The OeAW 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.*