



Digital Skills Officer

We are looking for an experienced and dynamic individual to work with us in developing, evaluating and delivering CARARE's learning offer for organisations making their digital archaeology and architecture collections available online. This is a part-time fixed term role from 1/01/23 to 31/12/23.

The role will need someone with an understanding of digital skills for cultural heritage (CH) professionals, why and how digital technologies are used for digitisation, promotion, exploitation, archiving, interpretation and for outreach, community building and education. You should have experience of developing learning materials and guidance, and of delivering training. A research interest in skills and needs in the cultural heritage sector will be beneficial

You will report to the Operations manager and will be working to support CARARE in its role in the 4CH project and the European data space for cultural heritage (Europeana). You should have strong interpersonal skills and be able to build good working relationships.

Nature of employment - This is a part-time temporary position (for 12 months in the first instance). The position may be filled either through a secondment or via a self-employment contract.

Benefits – Subject to experience and agreement the contract is for up to 80 hours per month at a rate of between 25 and 30 euros per hour (to include a 12% pro-rata holiday allowance and self-payment of social insurance taxes)

Location: Home office. This is a remote-working position.

Reporting to - Operations manager or their nominee

Expected start date - The successful applicant will be expected to take up post as soon as possible

Background

CARARE is a membership association established as a legal entity with a non-profit mission in Ireland. CARARE is a partner in the EU funded 4CH project and the Common European Data Space for Cultural Heritage (Europeana). For more information see:

<http://www.carare.eu>

[4CH](#) is a 3-year project funded under the European Commission's Horizon 2020 programme. The project is setting up the framework for a competence centre for preservation and conservation of historic monuments and sites. Its activities include defining training and upskilling programmes for cultural heritage institutions and professionals with a specific focus on cultural heritage digitisation and use of 3D technologies.

[The Common European Data Space for Cultural Heritage](#) is a service funded by the European Union's Digital Europe Programme. The Service is delivered by a consortium of 19 partners lead by the Europeana Foundation and is developing the infrastructure needed to make high-quality cultural heritage data and services available to the public. Activities including developing capacity building tools and services for cultural heritage professionals around digitisation and the uses of digital data.

Core responsibilities

- Assist in the delivery of CARARE's activities on standards and guidelines for CH digitization and training services within the two outlined projects within time and budgetary constraints
- Provide expertise, knowledge and specialist input into projects
- Assist in desk and user research
- Assist in defining content, audiences and material
- Write and publishing guidelines relevant for CARARE's members and data partners
- Develop a module on 3D digitisation, modelling, publication and re-use
- Provide training, educational talks, webinars and presentations associated with the projects and FAIR data principles.
- Contribute to testing training services and guidelines in real use cases
- Liaise with project partners and external bodies regarding the use of training materials and guidelines.
- Communicate on social media with regard to the project.
- Perform other job-related tasks as required.

Knowledge and experience

Essential

- Degree in Humanities, Computer Sciences or Natural Sciences is essential
- Broad knowledge of digital skills for the cultural heritage sector (libraries, museums and archives)
- Good knowledge of the 3D digitisation, data processing, modelling, publishing, data management, metadata, copyright and rights licencing of cultural heritage content
- Excellent spoken and written English

Desirable

- Proven hands-on experience working with 3D digital data in the cultural heritage sector

- Proven hands-on experience with delivering training, guidance and knowledge exchange in digital heritage for CH professionals
- Previous experience of European projects
- Ability to prioritise and plan work to meet deadlines
- Excellent oral and written communication skills

Competences

- **IT skills:** excellent IT skills and a high level of competency with data in particular 3D and the ability to use digital media content creation software (images, video, documents)
- **Communication skills:** a convincing and confident communicator who comes across as welcoming and approachable. The ability to communicate knowledge clearly and concisely making good use of media (writing, visualisation, sound).
- **Organisational skills:** able to priorities, plan and organise work to meet deadlines; keeping track of multiple projects; the ability to multi-task
- **Interpersonal skills:** ability to build and foster good working relationships with staff, members, data partners and technology providers
- **Dependable:** conscientious in their work and ensuring that details are completed
- **Resourceful:** able to work under their own initiative, knowing when to ask for help
- **Collaborative:** Ability to work independently and as part of a team – tolerant, friendly and willing to help others, sharing work and information.

Application procedure

Applicants should submit a full Curriculum Vitae including the names and contact details (including email addresses) of 2 referees, together with a covering letter by email to secretary@carare.eu.

If you wish to discuss a secondment from your organisation to CARARE, please include a covering letter from your organisation with your application.

Deadline: 25th November 2022