

Digital Librarian

Summary of Job Responsibilities:

This position creates and maintains a digital storage system for practice recordings, collects as many older ones as possible from members, and continues to store new recordings as they are made. At the beginning of each term, she makes the relevant files available for members' use.

Duties/Tasks:

- Create a system for storing and accessing WCS practice recordings to ensure that this very valuable resource for the choir is not lost.
- Recover older practice recordings from choir members to build a complete archive.
- Each semester, retrieve possible previous recordings from the new archive and receive new tracks from the accompanist; then post the current repertoire on GroupSpaces or another file-sharing system.
- Help members improve their digital skills in accessing and using mp3 files, as needed.

Helpful Skills:

This position requires general digital file management skills, plus experience with converting various audio file types to mp3. Knowledge of digital backup and file-sharing options would be useful.

Time Commitment:

The creation of the system and collection of past recordings will be a big task that can be completed over time. Since 2013 the choir has saved practice recordings on GroupSpaces, but we need to look for other options going forward. Practice recordings from more than five years ago may be located in members' personal digital storage, generally on CD's.

Once the system is set up, time commitment will be a few hours at the start of each term.

Appointed Position:

The president appoints this position.