



## Archival Coordinator

The Cornell Lab of Ornithology is seeking a creative, mission-driven **Archival Coordinator** based in the Macaulay Library to focus on growing the size and improving the quality of the archive by engaging with the community of media contributors. The Macaulay Library is an intergenerational project to catalog, share, and interpret the natural world through sounds and images. As part of a team of software engineers, outreach specialists, machine learning researchers, conservation scientists, and ornithologists this role will contribute to the Macaulay Library's legacy in museum science, behavioral ecology, bioacoustics, and community outreach by inspiring a global community to contribute scientifically valuable media to the archive.

The Archival Coordinator's primary responsibilities will be to engage birders to contribute quality media via eBird and archive collections of historical analog recordings. We are looking for someone with deep expertise in bird identification, avian life history, connections to the global birding community, and a passion for scientific collections. To support the community contributing media, the successful candidate will have advanced birding skills and be able to: identify birds by sight and sound, add age/sex labels (and other metadata) to birds in images/recordings, gather media in the field (sounds, photos) in challenging conditions, edit audio recordings, and demonstrate in-depth understanding of avian biogeographic variation, ecology, migration, behavior, and taxonomy.

This role will contribute to the Macaulay Library, Merlin, and eBird in the following ways: **Project Outreach:** Nurture the global community of media contributors uploading recordings via eBird and traditional archival methods. Engage with media recordists to facilitate archival of scientifically valuable media. Train staff, community leaders, students, and professionals in the field on best practices for data collection and media curation. **Data Curation:** Digitization and archival of historical analog recordings and improving our systems for doing so. **Data Quality:** Provide leadership and guidance to the recordist community and support community leaders to expand contributions of high-quality media to the Macaulay Library through participation in eBird and Merlin. **Field Expeditions and Training Workshops:** Lead or participate in expeditions or training programs when sound recordist or instructor is needed. **Community Support:** Provide day-to-day support for media recordists who are contributing to and using the Lab's resources.

**Required Qualifications:** Bachelor's degree in biology, ecology, information science, or related field and 2 to 4 years relevant experience or equivalent combination. Knowledge of birds of the world, including advanced field identification skills by sight and sound of thousands of species of birds, ability to identify birds to age/sex and subspecies, understanding of biogeographic variation, animal behavior, ecology, and avian taxonomy. 3+ years of experience or equivalent working across cultures in conservation, ornithology, or related fields. 3+ years of experience in the field, collecting media of birds (photos, sounds, video), curating metadata, and contributing to media archives. Deep understanding of the birding and recordist communities and their habits recording media in the field. High degree of understanding of core concepts of data curation. High level of proficiency with content management

systems to manage curated materials. Speedy, efficient, and detail-oriented media editing skills using specialized software, such as Adobe Audition and Photoshop. Strong interpersonal skills to develop trust with external collaborators and encourage participation in projects. Ability to prioritize activities and exercise sound judgment in discussions with external collaborators. Experience in and/or demonstrated commitment to supporting diversity, equity, access, inclusion, and wellbeing. Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds. Ability to travel to remote field locations when necessary. Must have the ability to obtain and maintain a valid passport and driver's license. **Preferred Qualifications:** Proficiency in bird videography and video editing software, such as Adobe Premiere. Proficiency in Spanish and/or Portuguese to communicate with communities in Latin America. International birding tour leading skills. Experience with museum collections. Experience with remote or challenging field work. Joie de vivre.

\* This is a **one-year, temporary position** with potential to transition into an indefinite role.

\* No Visa Sponsorship is available for this position.

\* **This position is located in Ithaca, New York** and will provide hybrid work flexibility.

\*Salaried position, pay commensurate with experience.

To be considered for this role, share your **cover letter\* and resume here:**

<https://cornell.app.box.com/f/2d5ae2f998f24fdfb83dd38983a04f41>

*Please include a link to your favorite sound recording and the story behind it as an addendum to your cover letter.*