



WORK PROCESS SCHEDULE & RELATED INSTRUCTION OUTLINE

For the occupation of

Digital Archivist

Developed by

THE ALLIANCE
FOR MEDIA ARTS + CULTURE





ABOUT THE PROGRAM

Arts2Work is a new comprehensive creative workforce initiative and the first federally-registered National Apprenticeship Program in Media Arts + Creative Technologies. Arts2Work is designed to provide new infrastructure, equal opportunity, and economic sustainability for creative workers, businesses, organizations and communities across the United States.

About This Document

This document contains the technical and behavioral competencies that a Digital Archivist Apprentice will master during the course of a year-long apprenticeship. It also contains a list of courses that the Apprentice and Employer may choose from to fulfill the related Instruction requirement. Classes may be completed at the work site, online, a community college or university, or an Arts2Work-approved community-based training center.

About Digital Archivists

Digital Archivists play a crucial role in organizing, developing, and safeguarding multimedia digital information and cultural heritage for current and future generations, ensuring that valuable digital materials remain accessible, searchable, and meaningful with long-term accessibility and usability over time. They are responsible for the preservation, management and audience development of digital materials and records in institutions such as media companies, libraries, museums, government agencies, nonprofit organizations, and businesses. They may contribute to public-facing archival projects and storytelling campaigns to reimagine and repurpose historical digitized and born-digital content, while maintaining fidelity and sound ethical practices, through video, audio, photography, code, web design, graphic arts, animation, scriptwriting and interactive media. They often pitch ideas to clients, funders and investors and support the production process (ideating, strategizing, producing) for multimedia archival based projects, and collaborate with diverse creative teams.

WORK PROCESS SCHEDULE

Digital Archivist

Technical Competencies

The below on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes that are a part of the trade. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

COMPETENCIES

SUPERVISOR'S SIGN-OFF

General Practices

- ▶ Demonstrate a working understanding of the organization's structure, values, personnel policies, responsibilities and general understanding of work ethics, interpersonal communications and related procedures
- ▶ Understands and practices safety procedures and rules
- ▶ Demonstrate a working understanding of goals, mission and vision of the organization/company
- ▶ Demonstrate a working understanding of organization's administrative, production and postproduction communications and workflow
- ▶ Demonstrate a growing understanding of the organizational context, as well as political, social and cultural context
- ▶ Demonstrate a working understanding of organization's best practices for client interactions and social media
- ▶ Demonstrate a working understanding of care and handling digital and physical assets
- ▶ Demonstrate familiarity with analog technologies
- ▶ Demonstrate a working understanding of risk-assessment, and evaluating the condition audio/video material
- ▶ Understands how to separate, rehouse, and store physical media items and artifacts including print material, garments, and equipment

Signature _____ Date _____

COMPETENCIES

SUPERVISOR'S SIGN-OFF

Asset Preparation

- ▶ Demonstrate a working understanding of the principles of Digital Preservation including file formats, metadata standards, migration strategies, and authentication methods
- ▶ Demonstrate a working understanding of Information Management, i.e. organizing and categorizing both digital and physical assets
- ▶ Demonstrate working knowledge of required software used for cataloging and managing digital assets efficiently, known as Digital Asset Management (DAM) Systems
- ▶ Demonstrate working awareness of arrangement, accessioning, transcribing, and processing of physical and born-digital assets
- ▶ Demonstrate working awareness of storage technologies and their impact on digital preservation, including cloud storage, tape storage, and digital repositories
- ▶ Demonstrate proficiency in digitization techniques, including scanning and image editing for work with physical materials
- ▶ Demonstrate working knowledge of current technological trends, data migration to new formats and storage solutions as technology evolves
- ▶ Demonstrate familiarity with archival standards and best practices to prevent data loss due to hardware or software obsolescence, degradation, or accidental deletion; Demonstrate basic knowledge of digital forensics to recover and analyze data from old or damaged digital media
- ▶ Assist Creative Teams with planning for archival content usage (audio, footage etc) and workflow

Signature _____ Date _____

ARCHIVE MANAGEMENT

- ▶ Demonstrate understanding of Digital Rights Management (DRM) concepts and copyright issues related to digital materials
- ▶ Demonstrate keen knowledge of cultural sensitivity training and collaboration methods to honor the archival structure and intentions created by the original content holders, their wishes/desires for the material, and develop processes to share this knowledge with the archival community to collectively create best practices for managing and processing materials
- ▶ Demonstrate an understanding of data security principles to protect digital assets from unauthorized access and data breaches
- ▶ Demonstrate skill in creating and managing metadata for digital objects to facilitate search, retrieval, and contextual understanding
- ▶ Demonstrate the ability to conduct research to identify, authenticate, and contextualize digital materials, including suppressed or hidden information, within their historical framework
- ▶ Demonstrate proficiency in project management to plan and execute digitization projects, prioritize tasks, and meet deadlines
- ▶ Demonstrate strong attention to detail to ensure accurate and consistent metadata / data entry
- ▶ Demonstrate ability to adapt to evolving technology and standards in the field
- ▶ Ability to identify issues and solve problems related to digital asset management and preservation
- ▶ Demonstrate ability to interact effectively and the communication skills to collaborate with colleagues, researchers, donors, curators, creative teams, and the community (ies) that the open archive is meant to serve/collaborate with
- ▶ Demonstrate knowledge of audio and video industry-standard formats, and media and asset
- ▶ Assist curators and Creative Teams with planning for archival content usage (audio, footage etc) and workflow

Signature _____ Date _____

COMPETENCIES

ACCESS & CURATION

- ▶ Demonstrate ability to develop and implement strategies to maintain the integrity and authenticity of digital records over time
- ▶ Demonstrate the ability to work collaboratively with other archivists, librarians, IT professionals, and community leaders within an organization to ensure equitable access to resources and representation
- ▶ Ability to manage multiple creatives, donors, clients, and stakeholders while fostering strong connections with Black, Brown, and BIPOC communities. Prioritize inclusive practices that center the needs, voices, and histories of historically underrepresented groups, ensuring that archival projects reflect and honor their cultural heritage
- ▶ Demonstrate knowledge of legal and ethical considerations related to access, privacy, and copyright in the digital archiving domain
- ▶ Have an eye for both the narrative and the aesthetic, researching, sourcing, and obtaining well-curated and compelling archival content
- ▶ Demonstrate a commitment to cultural awareness, ongoing learning and staying updated on culturally sensitive emerging trends and technologies in digital preservation as well as the subject records, which may contain oppressive, outdated, or harmful language
- ▶ Demonstrate sensitivity to cultural and ethical considerations when managing and providing access to digital materials of historical or cultural significance, particularly those related to Black and Brown communities, formerly incarcerated individuals, and other historically underrepresented or marginalized groups. Ensure that access protocols respect the dignity, privacy, and cultural heritage of these communities, while fostering equitable representation and empowering them to share their narratives
- ▶ Proficient documentation skills to record and maintain records of DAM processes
- ▶ Demonstrate ability to ideate and create rich media content for specific issues and campaigns with key audiences and KPIs in mind on behalf of archival creators, communities, and the public
- ▶ Demonstrate ability to design multiple strategic content streams for independent projects
- ▶ Demonstrate working knowledge of multimedia format output and ability to collaborate with editorial and technical staff to help lead a multimedia production team to create and package
- ▶ Demonstrate ability to design multiple strategic content streams for independent projects
- ▶ Demonstrate intermediate knowledge of industry standard technologies and best practices, and the ability to apply those practices in the creation of high-quality content
- ▶ Ability to undertake marketing, advocacy and outreach activities
- ▶ Assist Creative Teams with planning for archival content usage (audio, video, photography, etc) and workflow including legal structure on clearances, licensing and cost documentation of third-party material

SUPERVISOR'S SIGN-OFF

Signature _____ Date _____

BEHAVIORAL COMPETENCIES

In addition to mastering all essential technical competencies, an apprentice must consistently demonstrate an acceptable level of the following behavioral competencies to successfully complete the apprenticeship.

1. Focus during team discussions/meetings
2. Active participation in team discussions/meetings
3. Capacity to identify challenges caused by implicit bias
4. Comfort with anti-racist language
5. Focus and attention during independent work
6. Openness to new ideas and adaptability to change
7. Ability to navigate ambiguity by exploring, asking questions, and problem-solving
8. Knowing when to ask for help
9. Demonstration of effective group presentation skills
10. Demonstration of effective one-on-one communication skills
11. Maintenance of an acceptable attendance record
12. Punctuality in reporting to work
13. Timely completion of assigned tasks
14. Use of appropriate language in the workplace
15. Respect for clients, co-workers, and supervisors
16. Consistent demonstration of trust, honesty, and integrity
17. Proactive in requesting and performing work assignments without prompting
18. Attention to personal dress, grooming, and hygiene
19. Maintenance of a positive attitude
20. Cooperation with and assistance to co-workers
21. Adherence to instructions and directions
22. Ability to work effectively under supervision
23. Receptiveness to constructive feedback and criticism
24. Adherence to safety rules
25. Care and proper use of equipment and workplace resources
26. Keeping the work area neat and clean
27. Ability to meet the supervisor's work standards
28. Effective balance between personal life and work commitments
29. Adherence to workplace policies, rules, and regulations
30. Strong interest in curating and storytelling
31. Familiarity with the digital landscape
32. Knowledge and proficiency in using social media platforms

WORK PROCESS SCHEDULE

Digital Archivist

Terms and Information

This schedule is a part of the Arts2Work Standards for the occupation of Digital Archivist.

1. TYPE OF OCCUPATION

☐ Time-based ☐ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation shall be defined by the attainment of all competencies of the position, which would be expected and approximated to occur within 2,000 hours of OJL, supplemented by the minimum required 144 hours of related instruction each year.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

A numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment will be defined in the Employer Acceptance Agreement. The ratio language must be specific and clearly described as to its application to the job site. The apprentice to journeyworker ratio is: 1 apprentice(s) to 1 journeyworker, unless otherwise determined.



4. APPRENTICE WAGE SCHEDULE

Apprentice starting wages will be a suggested minimum of \$20 per hour. Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate of a suggested minimum of \$30 per hour. These are suggested minimums only. Minimum wages are regionally determined and will be defined by employers in consultation with Arts2Work staff and noted in the Employer's Acceptance Agreement.

Wage Schedule: 1-year to competency

1 st	6 months = \$20 per hour
2 nd	6 months = \$25 per hour

5. WORK PROCESS SCHEDULE MODIFICATIONS

Arts2Work may modify the specified work processes in collaboration with employers to meet local needs and the demands of emerging technologies and evolving best practices.

6. RELATED INSTRUCTION OUTLINE MODIFICATIONS

Arts2Work may modify the related instruction to meet local needs and the demands of emerging technologies and evolving best practices.

RELATED TECHNICAL INSTRUCTION

Digital Archivist

Related Instruction

This instruction shall include, but not be limited to, at least 144 hours per year for each year of the apprenticeship. The related theoretical education is tightly integrated with real work product. The curriculum is defined as a variety of courses and course topics, around which the exams and projects are based. By defining the RTI in this way, all competencies required of the students are met, through project work.

Related training of at least 144 hours annually for all apprentices under this program will be as follows:

MANDATORY COURSES	HOURS
Community-Centered Curation and Storytelling	24
Foundations of Digital Archiving	28
Digital Preservation Techniques	28
Data Management and Metadata for Digital Archives	28
Emerging Technologies in Archiving	24
Disaster and Emergency Preparedness	12
Total	144

Will end in Certificate



The courses described below feature design, technical hints and tips from industry experts, and review questions.

1. Community-Centered Curation & Storytelling (24 hours)

This course focuses on the principles of curation with an emphasis on community storytelling. Participants will learn how to collaborate with community members to select, contextualize, and interpret digital materials. The course addresses ethical issues related to representation, consent, and cultural sensitivity. Emphasis will be placed on ethical storytelling practices, particularly when curating audiovisual content. Training will include obtaining informed consent for the use of images, developing strategies to balance privacy with access, and employing techniques to create curated collections that respect the individuals' rights while making the materials accessible for educational and creative purposes.

Learning Outcomes:

- ▶ Understand the role of curation in amplifying and preserving community voices
- ▶ Collaborate effectively with community members to select and interpret materials for curated collections
- ▶ Identify and address ethical considerations such as implicit bias, consent and representation in storytelling
- ▶ Design a basic digital exhibition or curated collection that authentically reflects community narratives
- ▶ Develop processes to obtain and document informed consent for the use of sensitive audiovisual content
- ▶ Implement strategies to balance privacy concerns with the goals of access and public engagement
- ▶ Create curated digital collections that uphold individuals' rights and contribute to future research and creative remixing

2. Foundations of Digital Archiving (28 hours)

This course introduces the fundamental principles of digital archiving, including the history, theory, and purpose of archives. It covers essential terminology and basic methods for the digitization and preservation of physical media, with a focus on community-based archives and the ethical implications of managing sensitive visual and audio content, including the handling of material featuring identifiable individuals.

Learning Outcomes:

- ▶ Understand the historical context and the evolution of digital archives
- ▶ Define and apply core archival terminology and concepts
- ▶ Analyze and understand the socio-political and economic impacts of archival management
- ▶ Recognize the significance of community-based archives and integrate ethical considerations in digital preservation
- ▶ Understand basic digitization techniques for a variety of media formats
- ▶ Identify and address the unique challenges associated with archiving film, video, audio, and photography
- ▶ Understand and apply ethical principles regarding privacy, consent, and sensitive content in digital archives
- ▶ Develop strategies for handling, cataloging, and managing sensitive or personal media
- ▶ Demonstrate working knowledge of Fair Use, applicable copyright laws, and effective research strategies

3. Digital Preservation Techniques (28 hours)

This course delves into the best practices for digital preservation, focusing on methods to ensure the longevity and integrity of digital content. Topics include file formats, metadata standards, storage solutions, and digital asset management systems (DAMS). The course will emphasize open-source tools and cloud-based solutions accessible to community archivists and will include best practices for handling and preserving audiovisual content, such as proper digitization of film reels, video tapes, and audio recordings. Strategies for redaction, anonymization, and privacy protection, ensuring that sensitive material can be preserved without compromising the safety of individuals featured will also be covered.

Learning Outcomes:

- ▶ Apply advanced preservation strategies for various types of digital content
- ▶ Select and implement appropriate file formats and metadata standards for effective digital preservation
- ▶ Utilize open-source and cloud-based tools to manage digital assets efficiently
- ▶ Implement specialized preservation techniques tailored to film, video, and audio recordings
- ▶ Use tools and techniques for redacting and anonymizing sensitive visual and audio content
- ▶ Develop a comprehensive preservation plan that incorporates privacy and data protection considerations
- ▶ Create a basic assessment and preservation plan tailored to the needs of a community archive

4. Data Management and Metadata for Digital Archives (28 hours)

Effective data management is essential for the success of any digital archive. This course provides foundational knowledge of metadata creation, controlled vocabularies, and cataloging standards for digital collections. Participants will learn data cleaning and preparation techniques, as well as strategies to enhance discoverability of digital collections. The course includes specific metadata practices for audiovisual content, such as managing rights information, incorporating content warnings, and applying privacy metadata. Additionally, training will cover digital rights management (DRM) strategies and techniques for indicating restricted access or sensitive content in metadata fields, ensuring both protection and accessibility of digital archives.

Learning Outcomes:

- ▶ Develop and implement metadata schemas using widely-accepted standards, such as Dublin Core
- ▶ Understand and address the impact of implicit bias in metadata application
- ▶ Utilize controlled vocabularies and apply cataloging best practices effectively
- ▶ Apply specialized metadata standards tailored to audiovisual materials
- ▶ Incorporate content warnings and privacy metadata in digital records to ensure ethical management
- ▶ Implement digital rights management (DRM) strategies to safeguard sensitive media while enabling authorized access
- ▶ Conduct data cleaning and preparation for digital collections to ensure consistency and quality
- ▶ Improve the discoverability of digital archives through effective data management strategies

5. Emerging Technologies in Archiving (24 hours)

This forward-looking course introduces participants to cutting-edge technologies that are shaping the future of digital archiving, including AI, machine learning, blockchain for provenance, and augmented reality (AR) for digital storytelling. This course explores current trends in decentralized and community-owned archives and addresses the use of AI and machine learning tools for redacting sensitive content in audiovisual archives, such as facial recognition for anonymizing individuals. Participants will also examine technologies like differential privacy, which enables researchers to access and remix content while safeguarding identifiable data.

Learning Outcomes:

- ▶ Understand the transformative impact of AI and machine learning on digital archives practices
- ▶ Identify and address implicit bias in AI technologies and their applications in archiving
- ▶ Explore the use of blockchain technology for ensuring provenance, authenticity, and secure recordkeeping
- ▶ Experiment with augmented reality (AR) and other immersive technologies to create innovative digital storytelling experiences
- ▶ Evaluate emerging trends in decentralized archiving and community-owned data models
- ▶ Apply AI tools for automated redaction and anonymization for sensitive audiovisual content
- ▶ Understand differential privacy and its practical applications for making sensitive archives available to researchers while protecting individual identities
- ▶ Assess the potential and limitations of emerging technologies in balancing privacy with access to archival materials

6. Disaster and Emergency Preparedness (12 hours)

Disaster and emergency planning is critical for ensuring the survival and recovery of collections when disaster strikes. This course is designed to understand the fundamentals of disaster and emergency preparedness for their repositories. Participants will learn how to assess risks, develop response plans, and implement preventative measures to protect collections from natural and human-made disasters.

Learning Outcomes:

- ▶ Understand the importance of disaster and emergency planning in archival management
- ▶ Identify common risks and threats to archival collections, including natural disasters, environmental hazards, and human-made risks
- ▶ Develop and implement a comprehensive disaster preparedness and response plan tailored to an organization's needs
- ▶ Learn strategies for mitigating damage to collections, including preventative conservation techniques and risk assessments
- ▶ Coordinate with emergency services, stakeholders, and staff to ensure a cohesive disaster response
- ▶ Establish protocols for assessing and prioritizing recovery efforts after a disaster including data security breach
- ▶ Understand how to secure funding and resources for disaster preparedness and recovery
- ▶ Incorporate digital tools and technologies into emergency planning for both physical and digital collections

