

# ARSC

## Aviary Site Editor Job Description

### 1 Position

#### 1.1 Appointment

The Aviary Site Editor is appointed by the Online Media Committee Chair.

#### 1.2 Term

The Aviary Site Editor's term is unlimited, subject to the approval of the Online Media Committee Chair.

#### 1.3 Eligibility

The Aviary Site Editor must be a member of ARSC and a member of the Online Media Committee.

### 2 Mission

The Aviary Site Editor's mission is to develop and manage ARSC's Aviary site in support of ARSC's purpose to promote the preservation and study of sound recordings.

### 3 Objectives

The Aviary Site Editor shall develop and manage ARSC's Aviary site that is:

- Current
- Inclusive of ARSC media resources
- Accessible to members and public users, in keeping with ARSC access protocols
- Coordinated with ARSC programs and publications
- Publicized

### 4 Functions

The Aviary Site Editor shall:

- Manage ARSC's Aviary instance, including resources, collections, playlists, and users, with support from AVP Aviary team
- Publish conference recordings, webinar recordings, and other association resources to Aviary and coordinate transcription, captioning, and indexing, as necessary
- Coordinate with committees, chapters, and board to use Aviary in support of programs, publications, etc.
- Prepare Aviary content announcements for member email, social media, listservs, newsletter
- Report semi-annually to the committee chair on the site, collection, and use

### 5 Effort

The Aviary Site Editor may expect to exert the following effort, annually:

- Instance management: 6 to 12 hours.
- Collection development: 24 to 30 hours.

## **ARSC**

### **Aviary Site Editor Job Description**

- User permissions: 12 to 15 hours.
- Technical support: 1 to 2 hours.
- Publicity: 2 to 4 hours.
- Reporting: 2 hours.