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