

**TITLE:** Multimedia Archive Specialist

**EMPLOYMENT TYPE:** Consultancy

**LOCALITY:** Brooklyn, NY, preferred, remote possible

**DEPARTMENT:** Communications

**SUPERVISING MANAGER:** Communications Manager

**TEAM:**

- Digital Multimedia Assistant
  - Operations Manager
  - Program Coordinator
  - Development Assistant
  - Senior Geographer
  - Communications Coordinator
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### Organizational Overview

For over 30 years, Rainforest Foundation US (RFUS) has worked to address climate change and safeguard biodiversity by promoting the rights of indigenous peoples and supporting their efforts to protect and defend their rainforests. Science shows that forests managed by indigenous peoples are healthier, suffer less deforestation, capture more carbon, and contain more biodiversity than forests managed by private or public entities—including nationally protected areas. What's more, scientists tell us that protecting forests is as important as reducing greenhouse emissions if we hope to stem the tide of ecological collapse.

RFUS works in partnership with indigenous communities and their representative organizations to protect tropical rainforests by supporting their efforts to secure rights to their lands, strengthen monitoring and land security, influence laws and policies that protect their resources, and build strong and sustainable community leadership. By investing directly in indigenous communities, RFUS connects the people rooted in the land with the tools, training, and resources to be effective advocates and protectors of the forests they call home. RFUS currently operates four country programs in Brazil, Guyana, Panama and Peru, and hosts a number of regional partnerships in Central America, the Amazon Basin and across the tropical belt.

### Consultancy Scope of Work

Rainforest Foundation US is seeking a Multimedia Archive Specialist to advise on the digital preservation, organization and management RFUS's video and image assets.

They will be responsible for the following deliverables:

- An assessment of at least three (and recommendation) of online digital asset management platforms to store, organize and queue Rainforest Foundation US's multimedia assets that best suit the needs of the organization
- A draft framework to catalogue Rainforest Foundation US's multimedia files from multiple external sources onto RFUS's primary digital archival platform and internal server, including digital file naming conventions, tagging methodologies, and other relevant processes
- As assessment of at least three (and recommendation) of cost-effective solutions to digitize analog videos and images as well as marketing and communications hard copy documents not currently stored in RFUS's primary archival platform



- Advise on the development and implementation of new organizational practices for sustainable and secure digital archiving, for both born-digital objects and objects that become digital over time
- Preparation of tailored trainings of Rainforest Foundation US digital preservation (and associated strategy and systems) for communications, fundraising, program and operations teams
- Adhere to Rainforest Foundation US's digital preservation strategy and record retention and maintenance policies

#### Requirements

- Proven success working in digital media storage platforms for use by small to midsize organizations (50 to 100 staff), as well as developing policies and sustainable management practices
- Experience with digital preservation, archiving and storage systems, and knowledge of metadata schemes
- Comprehensive knowledge of current trends in digital capture and preservation theory and standards and technologies that enable effective preservation of permanent digital records preferred

#### Language

- Full professional proficiency in English is required

#### Compensation

Compensation for this role will be project-based. See application instructions for more information. Consultants are not eligible for benefits or paid leave.

#### Application Instructions

Interested applicants are advised to carefully study the job description and reflect in the cover letter how your work and experience helps you meet the requirements and skills we are looking for. Applications will not be considered without the submission of a cover letter and a resume. Providing a link to a portfolio of past work is an advantage.

Please send full application to [jobs@rffny.org](mailto:jobs@rffny.org) using subject line: "POSITION TITLE - YOUR NAME"

Any position-related questions may also be directed to this email address. Please note that the consultancy will be listed as open until filled. Interested consultants are encouraged to apply early. Only those consultants that are short-listed for interviews will be contacted. Following a first interview, selected candidates will be requested to submit a quote for services based on scope of work listed above.

#### Other Information

Consultants and contractors are required to own and operate their own computer equipment and maintain dependable access to a high-speed internet connection over the duration of their assignment.

The candidate must possess the legal requirements to work in the United States; Rainforest Foundation US will not sponsor visas for international candidates.

Black, indigenous and people of color are encouraged to apply.

Rainforest Foundation US does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Rainforest Foundation US is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.