

Job Descriptions: Digital Alexandria

Deputy Curator: The Deputy Curator is responsible for assisting the Curator in maintaining Digital Alexandria. Duties include maintaining the WordPress platform, teaching the populous how to use the site, encouraging submissions, and maintaining the SCA Creative Work Copyright Assignment/Grant of Use Forms.

Position Requirements:

- Excellent communication skills including computer, email and telephone capabilities as well as internet access.
- Familiarity or willingness to learn WordPress
- Have some experience in the Arts & Sciences
- Membership in the SCA, Inc., for the duration of the term.

Submission Librarian: The Submission librarian will ensure all submissions sent to Digital Alexandria have a SCA CREATIVE WORK COPYRIGHT ASSIGNMENT/ GRANT OF USE FORM filled out by the author of the article and will maintain the database of Grant of Use forms. In addition, the Submission Librarian will maintain Alexandria.submissions@mildrealm.org email address and forward submissions to the appropriate filing librarian for publication. The SubLib should be willing to check the email at least twice a week.

Position Requirements:

- Excellent communication skills including computer, email and telephone capabilities as well as internet access.
- Familiarity or willingness to learn WordPress
- Experience with Google Suite for nonprofits
- Have some experience in the Arts & Sciences
- Membership in the SCA, Inc., for the duration of the term.

Arts Librarian: The Arts Librarian is responsible for posting submissions on Digital Alexandria related to the Arts. The ArtLib should be willing to check their email and post articles at least once a week based on submissions.

Position Requirements:

- Excellent communication skills including computer, email and telephone capabilities as well as internet access.
- Familiarity or willingness to learn WordPress
- Have some experience in the Arts & Sciences
- Membership in the SCA, Inc., for the duration of the term.

Sciences Librarian: The Sciences Librarian is responsible for posting submissions on Digital Alexandria related to the Sciences. The SciLib should be willing to check their email and post articles at least once a week based on submissions.

Position Requirements:

- Excellent communication skills including computer, email and telephone capabilities as well as internet access.
- Familiarity or willingness to learn WordPress
- Have some experience in the Arts & Sciences
- Membership in the SCA, Inc., for the duration of the term.

Antikythera: The Antikythera is responsible for maintaining and upkeep of the Digital Alexandria Wordpress site.

Position Requirements:

- Excellent communication skills including computer, email and telephone capabilities as well as internet access.
- Familiarity or willingness to learn WordPress
- Membership in the SCA, Inc., for the duration of the term.