NEW YORK GENEALOGICAL AND BIOGRAPHICAL SOCIETY
36 West 44th Street, 7th Floor, New York, NY 10036-8105
212-755-8532 | Fax 212-754-4218 | www.newyorkfamilyhistory.org

Position: Interim Coordinator, Digital Collections – Fixed-Term Role

Position Summary

The New York Genealogical and Biographical Society (NYG&B) seeks an Interim Coordinator, Digital Collections to provide temporary coverage for a key role on our Digital Collections team. We are looking for an organized and independent individual with experience in archives/library science or digital asset curation who is comfortable with project management. Because this role requires niche technical expertise, the successful candidate must be highly comfortable stepping directly into an established workflow and maintaining momentum on active projects.

This fixed-term position is dedicated to ensuring the operational continuity of the NYG&B's digitization pipelines, project management and delivery, volunteer management, and digital collections workflows. Operating out of our New York City digitization center, the Interim Coordinator will oversee day-to-day volunteer activities and closely monitor progress across active digital initiatives. This role will collaborate with and support the Manager, Digitize New York.

Key Responsibilities

1. Digital Collections Coordination & Project Tracking

- Prepare and add new collections to the NYG&B's website.
- Monitor the movement of materials through scanning, processing, and quality control to prepare final file deliverables to external partners and online access.
- Learn organizational standards for file management, metadata, image quality control, and other collections procedures and apply consistently across projects.
- Track project timelines and maintain documentation across multiple active digital collections initiatives with internal staff and external partners to ensure accurate, up-to-date progress reporting.
- Identify delays, workflow bottlenecks, and risks to project deliverables, communicating these proactively to leadership.

2. Digitization Center & Portable Digitization Kit Operations

- Coordinate day-to-day operations at NYG&B's NYC digitization center, including but not limited to monitoring production goals, maintaining established procedures, and troubleshooting routine operational issues.

- Support the Manager, Digitize New York, with operational coordination for the Central New York and Western New York digitization centers as needed.
- Provide additional support for digitization kit operations, including tracking kit activity, coordinating logistics, and addressing routine workflow questions.

3. Volunteer Oversight

- Coordinate and monitor volunteer activities and schedules at the NYC digitization center.
- Onboard and orient volunteers to established procedures, project expectations, and digitization workflows.
- Provide ongoing guidance and respond to volunteer questions to support consistent, accurate work.

Qualifications

- Experience in digital collections, digitization, archives, libraries, or a related field.
- Strong organizational and time-management skills, with the ability to coordinate multiple projects and workflows simultaneously.
- Experience coordinating volunteers, staff, or project teams.
- Excellent written and verbal communication skills.
- Proficiency with spreadsheets, project trackers, shared documentation, and digital file management.
- Strong problem-solving skills and the ability to work independently within established procedures.
- Experience with Adobe Creative Cloud, Microsoft 365, and Trello software or equivalent.
- Familiarity with archival collections, digitization workflows, metadata, and quality control preferred.
- Experience using CopiBook OS and CZUR ET digitization equipment and related software, or equivalent equipment, is a plus.

Position Details

Reporting Structure: Reports directly to the Manager, Digitize New York.

Duration: Fixed-term role for approximately 6 months.

NYG&B

NEW YORK **GENEALOGICAL AND BIOGRAPHICAL** SOCIETY
36 West 44th Street, 7th Floor, New York, NY 10036-8105
212-755-8532 | Fax 212-754-4218 | www.newyorkfamilyhistory.org

Physical Requirements: This role involves standing, sitting and working at digitization stations for long periods; repetitive hand and arm motion while scanning; carefully handling fragile historical materials; and occasionally lifting and moving boxes or equipment up to 25 pounds. Reasonable accommodations will be made for qualified individuals with disabilities.

Anticipated Timeline: December 2026 through May 2027

Schedule: Monday through Friday, 9:00 AM–5:00 PM, onsite

Compensation: $35 per hour (approximately 35 hours per week)

Applicants must send a cover letter and resume to careers@nygbs.org. Applications without both a cover letter and resume will not be considered.

Please visit newyorkfamilyhistory.org for more information.

The NYG&B welcomes applications from people of all cultures, backgrounds, and experiences, and we value having a diverse team. Opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.