

# CARARE Job description

Job title	Content Officer
<b>Main purposes of job</b>	
<ol style="list-style-type: none"><li>1. Fostering positive relationships with CARARE's members, data partners and the content ingestion team of the Common European Data Space for Cultural Heritage (Data Space).</li><li>2. Ensuring that CARARE's commitment to projects, members and data partners to deliver content and metadata to the Data Space are delivered in a timely and efficient way.</li></ol>	
<b>Key tasks</b>	
<ol style="list-style-type: none"><li>1. Helping CARARE's members and data partners in sharing their metadata and content with the Data Space by supporting metadata capture, metadata mapping, validation, harvesting and aggregation via CARARE's tools and services namely: MINT, Repox Flow and the Share3D dashboard.</li><li>2. Providing expertise on metadata schemas, standards, Linked Data and controlled vocabularies.</li><li>3. Helping ensure that content and metadata are delivered to the Data Space in line with the Data Space frameworks for licencing and publishing. Addressing metadata and content issues with speed and efficiency.</li><li>4. Contributing to the development of CARARE's contribution to the Data Space by identifying new or improved content, potential new data partners and/or linked resources.</li></ol>	
<b>Activities</b>	
<ol style="list-style-type: none"><li>1. Supporting CARARE as an aggregation service by:<ol style="list-style-type: none"><li>a. Answering enquiries from existing, new and potential users of our aggregation services.</li><li>b. Demonstrating CARARE's aggregation services to potential and new users.</li><li>c. Updating user guides where applicable.</li></ol></li><li>2. Supporting users of CARARE's aggregation services including the Share3D dashboard, MINT and Repox Flow by:<ol style="list-style-type: none"><li>a. Supporting the harvesting and/or upload of metadata sets to MINT, Repox Flow and Share3D.</li></ol></li></ol>	

- b. Quality assuring metadata captured through Share3D and making recommendations for improvements (for example to increase the use of Linked Data) as appropriate.
  - c. Validating metadata mappings completed in MINT and quality assuring transformed datasets making recommendations for improvements to the native data and/or to the mapping.
  - d. Quality assuring records submitted for publication by users of CARARE's tools.
  - e. Submitting validated records to the Europeana Foundation content ingestion team for publication to the Data Space in a timely way.
3. Providing expertise in data models, metadata and metadata mapping by:
  - a. Carrying out metadata mappings in MINT on behalf of data providers and/or supporting and advising data providers who wish to complete their own metadata mappings in MINT.
  - b. Discussing metadata export formats with data providers, including those who wish to use MINT as a way of developing their export format.
  - c. Contributing to the development of CARARE's metadata standard and its mapping to the Europeana Data Model (EDM) as required.
4. Supporting and enabling metadata enrichment:
  - a. Using services on Repox Flow designed to support metadata enrichment including the extraction of keywords from provided metadata; importing keywords to CARARE's vocabulary mapping service and carrying out mappings; importing vocabulary mappings provided by data partners; and performing enrichments on provided datasets.
  - b. Supporting and encouraging data providers to create vocabulary mappings and provide these for enrichment of their datasets.
5. Supporting the delivery of metadata to the Data Space for ingestion by Europeana Foundation (EF) by:
  - a. Planning and scheduling data ingestion with CARARE and EF.
  - b. Tracking and reporting issues.
  - c. Communicating with CARARE's Operations manager and data partners news of progress and any issues which need to be addressed and sharing links to published datasets.
  - d. Addressing reports from EF of issues with published datasets (for example broken links) in a timely and appropriate way.
6. Attending regular CARARE team meetings and communicating progress, successes and any issues with the team.
  - a. Project progress reporting as applicable.
  - b. Routine monitoring of CARARE content in the Data Space.
  - c. Contributing to the sharing of news about content highlights, galleries and use cases as applicable.

- d. Supporting the creation on galleries on Europeana to showcase datasets provided by CARARE.

**Key results/objectives**

1. CARARE content in the Data Space is regularly updated and added to. Issues with existing content are addressed appropriately.
2. Europeana Foundation's content ingestion team and fellow CARARE team members are kept well informed about the content ingestion schedule and any highlights or issues.
3. CARARE data partners are well supported in the use of our aggregation services MINT and Repox Flow. Validated and enriched metadata is delivered to the Data Space in a timely and efficient way.
4. Users of the Share3D dashboard are well supported and content is delivered to the Data Space within 2 weeks of submission.
5. CARARE's Operations Manager and Deputy Operations Manager supported as required.
6. Contribution to the maintenance of CARARE's standards and services.

**Responsible for staff/equipment:** Not applicable

**Reporting to:** Henk Alkemade, Deputy Operations Manager