



## Account Manager/Data Ingestion Manager

Position title:	Account Manager/Data Ingestion Manager
Location:	The Hague, The Netherlands
Department:	Operations
Reports to:	Catherine Lupovici
Grade:	10 maximum
Status:	Full Time, until July 2011
Reference:	DIM_1009

### **General Summary:**

The Account Manager/Data Ingestion Manager is responsible for the planning and execution of the ingestion of data (content) from aggregators and content providers into Europeana. The Account Manager/Data Ingestion Manager will manage the relationships with aggregators and content providers with regards to data ingestions.

He/she will be responsible for the ingestion workflow, setting up and maintaining the CRM system and for contact quality control of the data.

Europeana.eu is a portal that brings together Europe's distributed cultural heritage. Europeana.eu inspires ideas and understanding by sharing Europe's cultural and scientific heritage with the world online. Europeana.eu is a Thematic Network funded by the European Commission under the [eContentplus programme](#), as part of the [i2010 policy](#). The European Commission's goal for Europeana is to make European information resources easier to use in an online environment. It will build on Europe's rich heritage, combining multicultural and multilingual environments with technological advances and new business models.

The EDL Foundation, founded in 2007, is a dynamic organization responsible for Europeana v1.0 and related projects. The EDL Foundation has an enthusiastic and international team, based at the Koninklijke Bibliotheek (Royal Library) of the Netherlands in The Hague. Information about the EDL Foundation can be found on: <http://europeana.eu/portal/aboutus.html>

### **Key Responsibilities:**

- Responsible for the ingestion of data (content) from aggregators and content providers into Europeana
- Manage the data ingestion workflow and work closely with the business development team and the technical team where the workflow touches on these areas
- Ensure all data (content) in Europeana.eu is of a high quality, set up a process of constant Quality Checks and follow up procedures
- Set up regular up-date procedures for all aggregators and content providers
- Set up and maintain a CRM system to manage the data ingestion workflow
- Be the first point of contact for aggregators and content providers with regards to data ingestion
- Be the account manager for aggregators and key institutes
- Work closely with the technical team to develop ingestion tools and implement in production the migrations of the data resulting of the evolutions of the Europeana data format
- Work closely with Europeana related projects and aggregators to assist in the ingestion of content
- Work closely with the business development team in identifying new data to ingest, making sure there is a constant pipe-line of data (content)
- Report on data ingested and quality of data on a regular basis
- Manage the data ingestion operator

### **Ad Hoc:**

- Travel when necessary
- Sourcing new facilities and suppliers when necessary, including negotiating suitable rates

### **Requirements:**

**( these are 'musts' for the role)**

- Experience with OAIS and PAM AIS
- Experience and knowledge of Dublin Core and other metadata standards
- Experience with CRM systems
- Affinity with the cultural sector and on-line projects
- Self starter
- Ability to work under pressure to tight deadlines.
- Team Player.

### **Our Offer:**

A 20 month contract based at the Koninklijke Bibliotheek in The Hague, the Netherlands. According to the [CAO – onderzoekinstellingen](#) the salary scale indicated for this job is 10, maximum of €3707 gross per month on the basis of a 40 hour week. In addition you will be entitled to 42 days holiday per year plus holiday pay (8%) and an annual bonus of 8.33%.

### **Closing Date**

Please send your resume and cover letter before November 1, 2009

**Contact information:**

For more information please contact Catherine Lupovici, Operations Director, [Catherine.lupovici@kb.nl](mailto:Catherine.lupovici@kb.nl) or Karin Heijink, Business Development Director, [karin.heijink@kb.nl](mailto:karin.heijink@kb.nl)

If you would like to apply for this position, please send your resume and cover letter to [jobs.edlf@kb.nl](mailto:jobs.edlf@kb.nl), with the reference no. DIM\_1009 as subject or send it by mail to:

**Europeana**

c/o the Koninklijke Bibliotheek  
National Library of the Netherlands  
PO Box 90407