



Operations Director

Position Title:	Operations Director
Location:	The Hague, The Netherlands
Department:	Operations
Reports to:	Managing Director
Grade:	12 maximum
Status:	Full Time, subject to funding
Reference:	OD_1010

General Summary

The job of the Operations Director oversees the ongoing delivery of digital content for a fully operational Europeana.eu. This requires the coordination of semantic interoperability work from [Europeana v1.0](#) and the management of the operations teams for both Europeana and The European Library as the 'Library Aggregator' for Europeana. These teams manage the workflow of bringing content into Europeana, solving interoperability, metadata and display issues. In addition the Operations Director is responsible for 2 Scientific Coordinators, who advise Europeana related projects on interoperability and work process issues, all external interoperability managers, who ensure the mapping of data and manage the guidelines and schemas and an ingestion assistant.

The Operations Director is a pivotal role in Europeana, responsible for information quality and management on the site and for ensuring that the business and technology teams understand and deliver.

ABOUT EUROPEANA

[Europeana.eu](#) is a prototype portal that brings together Europe's distributed cultural heritage. Europeana.eu inspires ideas and deepens understanding by sharing Europe's cultural and scientific heritage with the world online. The prototype has been funded by the European Commission under the [eContentplus programme](#), as part of the [i2010 policy](#). The European Commission's goal for Europeana is to build on Europe's rich heritage and combine multicultural and multilingual environments with technological advances and new business models. Europeana v1.0 is a project funded by the European Commission to develop the Europeana prototype into a fully operational service. It is linked to a range of related projects which will provide content and develop functionality for v1.0, which will launch in 2010.

You will be employed by the [EDL Foundation](#). It is a dynamic organization

responsible for Europeana.eu 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.

Key responsibilities:

To be a member of the Management Team responsible for Operations

The Operations Director will have a good grasp of the various technologies in the field of portal and digital library developments with a strong background in the use and deployment of metadata to create interoperability. An overview of the semantic web possibilities and the ability to work at a European level with very distributed resources is essential. The role requires an understanding of the technical and logical architecture of Europeana, now and in the future, and of its metadata and object model requirements

Good communication skills are paramount to work with the multiple projects and work packages contributing to the development of Europeana.eu. A thorough understanding of the work plans of the contributing projects to be able to ensure their wishes are taken into account in the strategy and then implemented. The ability to work cooperatively with these large networks of experts and to develop strategies for integrating their ideas and deliverables is key.

Profile:

Experience with OAIS

Knowledge of mapping techniques for metadata

Knowledge of standards in metadata such as EAD, Dublin Core, Museum dat.

Experience in implementing and managing workflows related to internet delivery

Good understanding of the link between data and its display and use

Experience with indexing and search engines

Understanding of technologies related to digital libraries

Understanding of business to technical requirements

Competencies

Process oriented

Service oriented

Organisational awareness

Persuasive

Analytical

Solution driven

Decision maker

Knowledge of most metadata formats

Interest in the Semantic Web

High level of written and verbal communication skills in English

Our Offer

According to the [Labour Agreement](#) the salary scale indicated for this job is 12, ranging from €3823 to € 4919, 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 and an annual bonus of 8% and 8.33% respectively. The job on offer is permanent but subject to European and other funding availability. It is based at the [Koninklijke Bibliotheek](#) in The Hague, the Netherlands.

Contact information:

For further information on the role please contact Jill Cousins, Managing Director or Catherine Lupovici, Operations Director (retiring) on +31 70 314 0683. If you would like to apply for this position, please send your resume and cover letter to jobs.edlf@kb.nl, with the reference no. OD_1010 as subject or send it by mail to:

Europeana

c/o the Koninklijke Bibliotheek
National Library of the Netherlands
PO Box 90407
2509 LK The Hague

Closing Date: November 2, 2009