



FINLANDIA FOUNDATION NATIONAL **Finnish American Heritage Center**

Archival Digitization Specialist *Job Description*

Finlandia Foundation National, Inc.:

Founded in 1953 in Pasadena, CA, Finlandia Foundation National (FFN) is the nation's premier organization for Finnish-Americans in the United States, with nearly 60 chapters throughout the country. FFN has become the most important private source of philanthropy for Finnish and Finnish-American culture, supporting over \$2 million in grants, scholarships, and programs since 2003. FFN is a non-profit, 501(c)(3) organization governed by a volunteer board of trustees. The FFN office, staffed by an Executive Director, Operations Manager, and Communications Director, is located in Pasadena. Since 2023, Finlandia Foundation National also owns and operates the Finnish American Heritage Center (FAHC) in Hancock, Michigan, which includes North Wind Books, the Finnish American Folk School, Finlandia Art Gallery, Historical Archive, and the *Finnish American Reporter* monthly newspaper. Visit FinlandiaFoundation.org to learn more.

Our Mission:

As the premier Finnish-American cultural organization, Finlandia Foundation National champions a vibrant Finnish-American heritage and legacy that builds bridges between modern Finland and the United States, enabling people of all backgrounds to share in the traditions, values, and spirit of Finland and Finnish America.

Position Summary:

Archival Digitization Specialist

Location:

This position is an on-site, non-remote position and will report to the Finnish American Heritage Center in Hancock, MI.

Salary Range: \$38,000 - \$48,000 per year

Position Description:

FFN is seeking an *enthusiastic archival professional with interest and experience in digitization* to join our team as Archival Digitization Specialist. The next team member in our archive will be a *strategic thinker, leader, practical problem solver*, and

a *positive team player*. The candidate should be *detail oriented* and should enjoy working in teams as well as independently.

As a growing cultural nonprofit organization, we are searching for a person who can help take our extensive Finnish and Finnish-American archival collection to the next level and lead our digitization efforts. The next team member in our archive will bring with them a deep interest in history and archival practices as well as a passion for making history easily accessible to larger and more modern audiences. The Archival Digitization Specialist should possess an understanding and appreciation of modern technological applications to historical collections and, ideally, a passion for and experience in digitization efforts and / or AI applications in the field of history, archives, and / or museology.

The Archival Digitization Specialist is expected and encouraged to contribute their own strengths in this role to help increase the visibility and success of FFN. They will work on a team with the staff at the Finnish American Heritage Center as well as liaise with our national staff. FFN seeks to create a positive, motivating, and open work environment for all employees, and this depends on each member of the team contributing uniquely.

The Archival Digitization Specialist will work together with the Archivist of the Finnish American Historical Archive to help catalogue material, assess the current collection, and execute tasks associated with the digitization project. Additionally, together with the Archivist, the Archival Digitization Specialist will sit on relevant task forces and working groups of the FFN board to guide and shape efforts to increase the accessibility and visibility of the archive and its collection.

We are seeking a candidate who has both knowledge of and an affinity for current archival and museum best practices as well as a knowledge of current topics and themes related to the application of new and emerging technologies in archival collections. Previous experience in archival work, especially in digitization and museum collections assessment in a nonprofit, community-based, or university setting will be highly valued in the selection process.

Being a team player is central to the work culture at FFN. The Archival Digitization Specialist will be able to take part actively and constructively in in-person team settings as well as in virtual meetings and should be a motivated self-starter. Having a good sense of humor and can-do attitude, excellent presentation skills, being able to offer and respond to constructive criticism and differing perspectives, and adhering to timelines are characteristics we seek in a new team member.

Responsibilities:

The Archival Digitization Specialist will be responsible for carrying out the following duties:

- Assist in cataloging and organizing archival materials, ensuring proper metadata and storage standards.
- Conduct assessments of the collection to determine preservation needs and digitization priorities.
- Lead the digitization initiative, including scanning, metadata creation, digital asset management, and assessing various technologies and emerging technologies to increase visibility and accessibility to the archive.
- Collaborate with other staff members to develop and implement best practices for digital preservation.
- Assist the Archivist in conducting an extensive collections assessment project.
- Assist the Archivist in supporting researchers and the public in accessing physical and digital archival materials.
- Maintain and update the archive database to ensure accurate and searchable records.
- Assist the Archivist in developing online and physical exhibitions that showcase the collection.

- Stay informed about archival and digitization best practices, while incorporating emerging technologies as appropriate.

Qualifications:

- Master's degree in Library Science, Archival Studies, Museum Studies, or a related field in technology, **or** 3+ years experience working in an archival / digital archival setting or working on a large-scale digitization effort.
- Experience working with archives, special collections, or historical materials.
- Familiarity with cataloging standards.
- Experience with digitization projects, including scanning, metadata creation, and digital preservation techniques.
- Proficiency with archival management software and digital asset management systems, an understanding of PastPerfect, as well experience updating and maintaining websites.
- Strong organizational and project management skills.
- Excellent communication skills and ability to collaborate with a team.
- Knowledge of Finnish-American history and culture is a plus.

Additionally, the Archival Digitization Specialist is an active member of the Finnish American Heritage Center team. These tasks will include:

- Actively taking part in scheduled staff meetings of the FAHC team.
- Taking on additional roles as determined by the team, for example as special events and projects may arise at the FAHC.
- Developing fundraising strategies and ideas for advancement of the FAHC.
- Developing communication strategies collaboratively, including social media, newsletters, and websites as needed.
- Provide guidance and recommendations on communications strategies for the FAHC.

Desired Characteristics:

FFN values a high level of flexibility, professionalism, and communication on our team. The hybrid nature of FFN management and team creates an opportunity for growth and innovation and a potential challenge for communication. The Archival Digitization Specialist should have the following:

- Advanced communication skills with customers and colleagues
- A “can-do” attitude, approaching every challenge with an open mind
- A willingness to try new things and learn from mistakes
- A readiness to report concerns, questions, or potential issues to supervisors as well as ideas, suggestions for improvement, and vision
- Ability to respectfully hold self and colleagues accountable for actions
- Knowledge of and enthusiasm for contemporary Finland, Finnish-American heritage and culture, and/or topics related to the Nordic countries

The position comes with competitive benefits based on a full-time, 40 hrs./wk schedule.

For questions regarding this position, please contact office@finlandiafoundation.org.

Applications for the Archival Digitization Specialist position are due August 15, 2025. The anticipated start date for this role is September 1, 2025.

[Click here to apply](#). The form will allow you to upload your CV, Cover Letter, and examples of your previous work, and enter up to three professional references. You will receive a confirmation email that your application has been received.

Finlandia Foundation National is an equal opportunity employer and will not discriminate against any employee or job applicant because of race, color, religion, national origin, gender, disability, or age.