



## SCHEP Photo and Video Archival Assistant

### About USAID SCHEP and ACOR:

*USAID SCHEP - Sustainable Cultural Heritage Through Engagement of Local Communities Project*

The Sustainable Cultural Heritage Through Engagement of Local Communities Project (USAID SCHEP) is a cooperative agreement between the United States Agency for International Development (USAID) and the American Center of Oriental Research (ACOR). The project takes a community-first approach to promoting the sustainable preservation, management, and promotion of Jordan's cultural heritage resources. The project began in 2014 and will continue until 2022.

*ACOR - American Center of Oriental Research*

The American Center of Oriental Research (ACOR) is an American non-profit public overseas research center in Amman, Jordan. ACOR's mission is to advance knowledge of Jordan and the Middle East, past and present. The ACOR Archives' photographic collections contain 150,000 slides, prints, and negatives and documentation from 50 years of archaeological projects. Supported by U.S. Department of Education Title VI funding (2016–2020), ACOR created an open-access online archive of part of its photographic collections (<https://acor.digitalrehab.com>) free for educational and editorial purposes.

### About the SCHEP Archive Project:

As a multi-faceted, country-wide project that has been operating since 2014, USAID SCHEP has an extensive collection of visual resources documenting its work on the development of archaeological sites, tourism development, capacity building programs, and awareness activities, all with an emphasis on community engagement. This collection, in SCHEP's view, can and should be shared with the public to help enhance the preservation and sharing of Jordan's cultural heritage. SCHEP believes that sharing its model through a visual repository could be of immense benefit to students, scholars and the general public who have an interest in such topics.

SCHEP will launch a pilot phase of this archival project in June 2020, to continue until December 2020 and cover certain images from the first four years of the SCHEP project (2014–2018). Subsequent phases will likely seek to incorporate the SCHEP video collections into the archive.

### Position Overview:

The SCHEP Photo and Video Archival Assistant will work in conjunction with the SCHEP Photo Archivist, the SCHEP Communications team, and the ACOR Archivist, as part of the SCHEP Archive Content team. This team will set targets and outline deliverables for the project. The SCHEP Photo and Video Archival Assistant will work with the SCHEP Photo Archivist and the ACOR Archivist to learn about techniques for photo editing, organization, archiving, and metadata production. The SCHEP Photo and Video Archival Assistant will report to the SCHEP Photo Archivist.

The position is full-time, 40 hours/5 days per week, for a term of June–December 2020, inclusive.



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## Roles and Responsibilities:

### *Teamwork*

- Contribute to SCHEP Archive Content team meetings to be held at regular intervals throughout the project.

### *Collection Processing*

- Provide access to collections by contributing to metadata, finding aids, collection-level records and item-level description in Arabic, and providing translations for metadata that exists currently only in English.
- Support the review of SCHEP's photos, filtering for content, and editing for quality control.
- Maintain organizational systems to keep track of SCHEP archive photos including metadata protocols, indexes, meta-tags, and standard descriptions of materials.
- Maintain organization systems for SCHEP's photo collection, including cataloging, storage, preservation, and dissemination.
- Adhere to the USAID SCHEP project and USAID's photo and video guidelines, as well as ACOR's metadata production protocols, adapting these appropriately to meet project needs, in consultation with the SCHEP Archive Content team.

### *Archive promotion and access*

- Produce and publish a video about how to use the SCHEP Archive to assist researchers and the public with access to the online collections.
- Provide Arabic-language reference services to researchers and the public to assist them with collection access.
- Contribute to the creation of promotional materials for the collection, such as postcards, flyers, paid boosted social media posts, etc.
- Contribute to the planning of an online exhibition of highlights from the first four years of the SCHEP project, in consultation with the SCHEP Archive Content team.

### *Reporting and Evaluation*

- Contribute to progress reports to the SCHEP Archive Content team every two months, in addition to brief weekly reports to the SCHEP Photo Archivist.
- Contribute information for reporting and evaluation at the end of phase one in Dec. 2020.

## Preferred qualifications and skills:

- Education: A master's degree in Cultural Heritage Management, Translation, History, Communications, Film Studies, or another related degree program; or demonstrated equivalent work experience.
- Experience with English-Arabic translation and carrying out independent research.
- Working knowledge of Adobe Creative Suite (Photoshop/Lightroom, Premier, Bridge), collaborative working tools (e.g., Google Drive, OneDrive) and MS Office programs.
- Hands-on experience with editing software, such as After Effects.
- Experience editing video projects, including inserting sound effects, music, and transitions.
- Ability to manage and oversee all technical aspects of video recording and editing.
- Creativity and a passionate interest in photography and video editing.
- Knowledge and a good understanding of motion graphics is preferred.
- Excellent interpersonal, verbal, and written communication skills.
- Fluency in Arabic and English is required.



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- To apply:  
Please send a letter of interest as a PDF, names and contact information for two references, and current CV or resume to [opportunity@acorjordan.org](mailto:opportunity@acorjordan.org). Only candidates who have been selected for an interview will be contacted. No phone calls please. This position will be filled as soon as the selected candidate accepts. This is a full-time position (1.0 FTE; 40 hours per week).

Physical presence in Amman, Jordan, is required. Travel expenses are not covered.

Review of applications will begin immediately, and continue until the position is filled.

ACOR is an equal employment opportunity employer. Employment decisions including hiring, termination, promotion, and wages and privileges will be made without regard to race, color, religion, sex, national origin, ancestry, age, disability, or any other classification protected by law.