

<b>Job Title</b>	PDF Remediator/PDF-Editing Specialist
<b>PVN ID</b>	GS-1802-002341
<b>Category</b>	Administrative Services
<b>Location</b>	The GRADUATE CENTER
<b>Department</b>	Répertoire International de Littérature
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$16.00
<b>Hour(s) a Week</b>	20.00
<b>Closing Date</b>	Apr 02, 2018 (Or Until Filled)

## General Description

---

Répertoire International de Littérature Musicale (RILM) publishes RILM Abstracts of Music Literature, widely recognized as the world's most comprehensive abstracted bibliography on music and related disciplines for over 50 years, now with over 940,000 records. The database is fully searchable with in-depth vocabulary-controlled indexing and abstracts, and with titles given in both the original language and English translations.

RILM is aggressively expanding its product offerings, creating several digital publishing initiatives. These initiatives focus on extracting full-text data from publications such as journals and encyclopedias, targeting topics within RILM's domain expertise. Scanning and conversion of full-text data is done primarily by external contractors who return PDF files to RILM. However, these files can be imperfect and require remediation. RILM is expanding its team of remediators that clean and edit these PDFs.

### Responsibilities:

- ? Perform editing on PDF and raw image files, primarily using Adobe Photoshop and Adobe Acrobat
  - o Tasks will include cleaning dirty scans, erasing handwritten marks, cropping, etc., on both single and bulk files
- ? Scan and handle physical print journals, often in delicate conditions
- ? Update spreadsheets and databases
- ? Maintain and organize computer files

## Other Duties

---

Ability to work both in the office (Midtown Manhattan) and from home is required.

**Benefits:** For part-time employees working more than 19 hours per week for a minimum of 90 days, RILM offers an excellent benefits package that includes health insurance, dental and vision coverage, paid vacation time, 403(b) and defined contribution retirement plans, educational assistance.

## Qualifications

---

- Adobe Photoshop (2+ years)
- Adobe Acrobat
- Google Sheets
- Knowledge in music is a plus but not a requirement

The successful candidate will be comfortable engaging closely with different personalities in a small office, work equally well independently or in a team-environment, and demonstrate adaptability and innovation in their problem-solving techniques.