

Archipelago Network

Metadata Cataloguing & Data Entry Role (Part time)

Project: Digital Cyclades

Lead organization: Archipelago Network

Location: Remote, with possible occasional travel to Syros (Cyclades, Greece)

Duration: 6 months (flexible start, October 2026)

Level: Graduate students in Information, Archival or Library Studies (or related fields), Computer Science, early career professionals in related fields

Pay scale: 500 eur gross / month (10–20 hours per week)

Project overview

This project-based role supports an applied digital heritage project focused on community-driven documentation and re-use of contemporary Cycladic cultural heritage. The successful candidate will work primarily with Archipelago Network's digital collection (images, audio, video, and 3D materials) to help build the Archipelago Knowledge Base (AKB), a structured, open and interoperable dataset that follows international standards and ethical principles for cultural heritage data.

Primary role: metadata cataloguing and data entry

Your responsibility will be to create and enter high-quality metadata for digital heritage objects into the AKB. This includes:

- Describing photographs, audio recordings, videos and 3D models using clear, consistent metadata.
- Transferring and checking data from existing Excel spreadsheets into the database.
- Applying controlled vocabularies and standardized terms for subjects, places, people and formats.
- Ensuring all required fields (title, creator, date, place, description, keywords, rights) are complete and accurate.
- Performing quality checks to correct errors and resolve inconsistencies.
- Cross-checking entries against source materials (digital files and existing documentation).
- Keeping simple work logs that record progress, questions and issues.
- Uploading assets and metadata to AKB (Wikibase + custom repository) / front end platform (Wordpress CMS)

Metadata standards and principles

You will work within and help enrich a structured metadata schema based on international models (such as CIDOC-CRM and Wikibase). Training will be provided.

Key aspects include:

- Using international metadata standards for basic descriptive cataloguing.
- Applying FAIR principles (making data findable, accessible, interoperable and reusable).
- Applying CARE principles (respecting community benefit, control, responsibility and ethics) for community-generated content.

- Assigning appropriate licenses and rights statements (e.g. Creative Commons) according to project guidelines.
- Entering bilingual metadata (Greek and English) where applicable for titles, descriptions and keywords.

Supporting tasks (secondary)

In addition to core cataloguing work, you may:

- Contribute to UX / design ideation of the AKB with the Archipelago Network team
- Assist with transcription of oral history interviews and other audio-visual materials (especially Greek–English).
- Help prepare datasets for community activities such as datathons or Wikidata contribution events.
- Flag missing information or gaps that require further documentation.
- Contribute to simple written guidelines and help-text for other users of the AKB.

Required profile

This role is designed for graduate students or early career professionals in information, archival or library-related fields who are detail-oriented and comfortable with structured, repetitive tasks. The ideal candidate is:

- Fluent in Greek and English.
- Has strong attention to detail and can maintain accuracy over time.
- Is organized and able to follow clear workflows and instructions.
- Is comfortable working with spreadsheets (Excel/Google Sheets) and basic database or form-based interfaces.
- Understands basic metadata and cataloguing concepts (through coursework or prior experience).
- Can work independently, manage time, and meet agreed deadlines.
- Has strong written communication skills.

Desirable skills

The following are not required but will be considered an asset:

- Familiarity with metadata standards (e.g. Dublin Core, CIDOC-CRM, ISAD(G), DACS).
- Previous cataloguing, data entry, or archival experience (course projects, volunteering, or internships).
- Experience using controlled vocabularies or subject headings.
- Basic understanding of copyright, Creative Commons and rights statements.
- Has a demonstrated interest in cultural heritage and digital archiving.

Work environment and supervision

The role is primarily remote, with work done online on a regular weekly schedule (10–20 hours per week, to be agreed). The successful candidate will:

- Work independently day-to-day, with regular online check-ins and guidance from supervisors.
- Attend occasional in-person sessions in Syros for orientation or project meetings (if travel is feasible).
- Receive feedback from members of an interdisciplinary team (digital humanities, archival studies, IP law, UX design, open data).

To apply for this role, send a CV and cover letter to info@archipelagonetwork.org.

Application deadline extended to Monday, October 12th 2026.