

JOB TITLE: Project Coordinator, IJHS Digitization
DEPARTMENT: Archives and Library
FLSA STATUS & PAY GRADE: Nonexempt
REPORTING RELATIONSHIP: Director, Access & Preservation
EMPLOYEES SUPERVISED: N/A
FULL TIME/PART TIME: Temporary, Part Time

Nature of work: Assist in the selection, digitization, and cataloging of materials for the Indiana Jewish Historical Society Digitization Project.

ESSENTIAL FUNCTIONS:

1. Operate digital imaging equipment, including digital scanners, computer, and printer to produce high-resolution digital images and store in permanent files.
1. Research and help coordinate selection of digital collections, prepare material for scanning, enter materials into CONTENTdm, the online software for the digital collections.
2. Maintain in-house and grant-related statistics.
3. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Strong written and oral communication skills.
2. Experience with digital imaging, including image capturing and processing. Basic working knowledge of Adobe Photoshop.
3. Strong analytical and research skills, historical research preferred.
4. Excellent computer skills; proficient with Microsoft Office suite as well as basic office equipment.
5. Reliability in work habits, including the ability to learn detailed routines quickly, and to perform detailed work consistently, accurately, and in a timely manner.

PHYSICAL REQUIREMENTS:

Manual Dexterity – Ability to handle fragile items with care

Physical Movement – Stooping, Bending, Kneeling, and Crouching In order to reach & pick up items

Strength – Ability to lift & carry items weighing up to 35 pounds

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

Part-time

This position is limited to 27 hours/week and is a temporary position until April 2022. Pay is \$12/hour. No group health or dental benefits are provided for this position. Other benefits include free parking, staff discounts in the Basile History Market and the Stardust Café, reciprocal benefits at other cultural institutions in Indianapolis.

The Indiana Historical Society is an equal opportunity employer.
www.indianahistory.org