JOB TITLE: Recordings at Risk Project, Metadata Cataloger
DEPARTMENT: Access and Preservation
FLSA STATUS: Nonexempt
REPORTING RELATIONSHIP: Director, Access and Preservation
FULL/PART TIME: Part-time, Temporary

POSITION PURPOSE:
This position will assist in the uploading and cataloging of the digital files of Like It Is, a news program that aired on Indianapolis radio station, WTLC.

ESSENTIAL FUNCTIONS:
1. Write metadata and upload material to CONTENTdm.
2. Maintain in-house and grant-related statistics.
3. Promote digital collections through IHS publications and presentations.
4. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:
1. Excellent verbal and written communication skills.
2. Ability to prioritize and organize tasks, meet specific deadlines, and follow through to completion.
3. Strong analytical and research skills, historical research preferred.
4. General knowledge of standard cataloging practices and principles under Library of Congress Classification System.
5. Strong computer skills; experience with Microsoft Office suite and Adobe Photoshop.

PHYSICAL REQUIREMENTS:
Physical Movement – Stooping, Bending, Climbing, Kneeling, and Crouching to reach & pick up items.
Strength – Ability to lift & carry items weighing up to 35 pounds.
Manual Dexterity – Ability to handle fragile items with care.
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.)

QUALIFICATIONS:
Bachelor’s degree in related field or 2 years’ experience working with historical collections.

Part-time
This position is limited to 18 hours/week and is a temporary position through August 2024. Pay is $14/hour.
Benefits include free parking, staff discounts in the Basile History Market and the Stardust Café, reciprocal benefits at other cultural institutions in Indianapolis, employee assistance program, and access to retirement and voluntary insurance plans.

Applications
Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202 or at hr@indianahistory.org. Applications will be accepted until the position is filled.

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