

Indiana Historical Society

Job Description

October 2020

JOB TITLE:	Scanning Technician
DEPT:	Digitization
REPORTING RELATIONSHIP:	Director, Digitization
EMPLOYEES SUPERVISED:	n/a
FULL/PART TIME & FTE:	Work Study, Temporary

ESSENTIAL FUNCTIONS:

1. Operate digital imaging equipment, including digital scanners, moving image film converter, computer, and printer to produce high-resolution digital images and store in permanent files.
2. Handle delicate and original library materials including maps, manuscripts, negatives, books, and photographs.
3. Maintain in-house and grant-related statistics daily.
4. Assist with receiving and storing imaging projects.
5. Assist in the general reference duties of the library and provide reference service to the public and IHS staff as scheduled.
6. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES

1. Familiarity with either the photographic or digital conversion process, including image capture, and processing with Photoshop software.
2. Dexterity necessary to use digital imaging equipment and to handle fragile collection materials.
3. Ability to prioritize tasks and follow through with supervision.
4. Ability to work well in a team environment.
5. Sensitivity for the fragile nature of many collection materials.
6. Ability to lift up to 25 pounds.
7. Excellent computer skills; proficient with Windows Operating Systems as well as basic office equipment.

QUALIFICATIONS:

MINIMUM: Experience in photography or digitization with a working knowledge of Adobe Photoshop

APPLICATIONS:

Resumes will be accepted through Handshake or hr@indianahistory.org. Applications will be accepted until the position is filled.