

Indiana Historical Society
Job Description

June 2024



JOB TITLE:	Specialist, Digitization
DEPT:	Access and Preservation
REPORTING RELATIONSHIP:	Director, Access and Preservation
EMPLOYEES SUPERVISED:	N/A
FULL/PART TIME:	Part Time
FLSA STATUS:	Nonexempt

POSITION PURPOSE:

This position is responsible for providing digitization services including the use of various scanning and digital conversion equipment.

ESSENTIAL FUNCTIONS:

1. Operate digital imaging equipment to produce high-resolution digital images and store in permanent files.
2. Handle delicate and original library materials.
3. Maintain in-house and grant-related statistics.
4. Assist with receiving and storing imaging projects.
5. Assist with training other staff members to use scanning or digital conversion equipment.
6. Assist in the general reference duties of the library and provide reference service to internal and external partners as needed.
7. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Familiarity with photographic and digitization processes, including image capturing, processing, and printing.
2. Ability to prioritize tasks and follow through with minimal supervision.
3. Ability to work well in a team environment.
4. Excellent computer skills; proficient with Microsoft Office suite as well as basic office equipment.
5. Basic working knowledge of Adobe Photoshop.

PHYSICAL REQUIREMENTS:

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:

2 years of experience in a photographic or digital lab.

TOTAL COMPENSATION:

This position is limited to 25 hours/week. 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 an application (found here), resume, and a cover letter (as needed) 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.