

**Massachusetts Historical Society
Image Processing Assistant (Part-Time)**

Purpose:

The Imaging Processing Assistant will create digital components for digital projects and web presentations focusing on the Massachusetts Historical Society's collections. The position is part of the digital production team within the Collections Services department and the work of the Image Processing Assistant contributes to the Society's mission to make its archival and library collections discoverable and useable by a wide web-based audience.

Reporting Relationships:

This position reports to the Photographic Specialist and Digital Imaging Coordinator.

Schedule:

This is a part-time (14 hrs/week) position. The Image Processing Assistant will primarily work a predetermined schedule onsite at the Massachusetts Historical Society (1154 Boylston Street, Boston, MA 02215) within regular business hours (Monday-Friday, 8:30-5:00). Occasionally the Image Processing Assistant will have the option to work remotely on some image processing tasks.

Major Responsibilities:

- Prepares digital components (digital images, associated metadata) using an image editor, an XML editor, a web content management system and other in-house web tools and delivery systems
- Creates master digital images of items from the Society's collections
- Creates derivative digital images from master images of originals and microfilm
- Creates item metadata and content descriptions
- Contributes to the creation and dissemination of digitized content through web presentations
- Follows existing documentation and guidelines regarding digital imaging and metadata creation
- Participates in digital project team meetings and offers input about current production issues
- Contributes thoughts and ideas to current digital production team initiatives outside of imaging projects

Qualifications:

- Bachelor's degree in relevant area, (completion or current enrollment in Master's degree in library science, archives or history program preferred but not required)

Skills:

- Experience with image editors (e.g. Photoshop, Bridge) and scanning software and hardware
- Experience with handling archival materials

- Ability to work on repetitive tasks
- Strong attention to detail and ability to follow specific guidelines and instructions
- Familiarity with primary sources and an interest in history
- Ability to work independently and in a team environment

Preferred skills:

- Some experience with XML, EAD, XSLT, METS and/or MODS
- Experience with descriptive cataloging standards
- Hands-on digital imaging experience in a rare books or manuscripts repository
- Experience working with content management systems

Application procedures:

Please email single PDF with cover letter, résumé, and names of three references to Laura Wulf, Photographic Specialist and Digital Imaging Coordinator, lwulf@masshist.org

Applications will be reviewed starting on January 15, 2025, and continue until the position is filled.

Compensation:

Hourly rate: \$20

Pre-Hire Requirement:

MHS requires proof of a vaccination and up-to-date boosters for COVID-19 for all employees. As part of its offer process, MHS will conduct a reference and criminal background check for any finalist. We are not able to sponsor visas.

Equal Opportunity Statement:

The Massachusetts Historical Society aims to be a diverse workforce that is representative, at all job levels, of the citizens we serve. Candidates of all backgrounds are welcomed and encouraged to apply. We are committed to creating a work place free from harassment and discrimination on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, pregnancy, age, genetic information, disability, military or veteran status, or any other category protected by law (also known as membership in a "protected class").

Candidates in need of accommodation in the application process should reach out to our human resources department with inquiries.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.