Digital Project Archivist
Montgomery History, Rockville, MD

Montgomery History seeks a skilled and enthusiastic professional for the position of Digital Project Archivist. The successful candidate will be an integral part of our team and will work collaboratively to advance the organization's mission by providing increased access and online searchability to our most valuable collections material.

About Montgomery History

Montgomery History collects, preserves, interprets, and shares the histories of all of Montgomery County's residents. To that end, we undertake the following activities:

- operate the Jane C. Sween Research Library and Special Collections, the county's most comprehensive historical library;
- manage the County's official government archives;
- maintain a 10,000-item collection of historic artifacts;
- deliver a wide variety of educational programming, both in-person and online, including the annual Montgomery County History Conference, the county's National History Day event, streaming History Conversations, and the award-winning Speakers Bureau;
- operate the Stonestreet Museum of 19th Century Medicine on the campus of the City of Rockville's c. 1815 Beall-Dawson House; and
- provide a home for the Harper Center for Suburban Studies.

Montgomery History's culture rewards personal initiative, hard work, and collegiality. People who take their work, but not themselves, seriously are especially encouraged to apply.

Responsibilities

Montgomery History is seeking a digital project archivist to fill a temporary grant-funded position, digitizing a collection of fire insurance documents from c.1848-1900. Applicants must have experience working with digital collections in an archives, special collections, or comparable setting, including experience with scanning workflows, metadata standards, and management of digital assets (may include as an intern, volunteer, or student worker). The ideal candidate will have direct experience with the DSpace digital management access system and with Dublin Core metadata elements.

The Digital Project Archivist will report to Sarah Hedlund, Archivist and Librarian for Montgomery History, who will be available to provide training, guidance, oversee quality control, and ensure that the project is progressing according to the timeline.

Duties include:

- Scan insurance policy documents using CZUR overhead scanner
- Create workflows and appropriate documentation of processes, including file naming conventions, capture requirements, processing, quality control, and file storage and preservation
- Use controlled vocabularies and style standards to create Dublin Core metadata for digital surrogates in DSpace

Requirements:

- MLIS in archives and digital curation preferred; progress toward this level of education considered
- Knowledge of Dublin Core metadata standards and best practices for digital curation
- Ability to lift boxes up to 30 lbs; ability to navigate stairs on a daily basis
- Basic knowledge of proper handling of archival materials
- Ability to read 19th-century handwritten documents
- Must be self-directed, detail oriented, and able to work independently

Preferred skills and experience:

- Proficiency with the DSpace platform
- Knowledge of the history and culture of Montgomery County, Maryland.

To Apply

This is a temporary, full-time position from May through September, 2023. The compensation will be $25/hour.

To apply, please email your resume and a cover letter explaining why you are a good fit for the position to Sarah Hedlund, Archivist/Librarian at info@MontgomeryHistory.org. Type "Application for Digital Project Archivist" in the subject line. No phone calls please. Selected applicants will be contacted for telephone and/or in-person interviews.

Equal Employment Opportunity
Montgomery History is committed to providing equal employment opportunities to all applicants and does not discriminate against any employee or applicant for employment based on race, color, religion, creed, ethnicity, physical or mental disability, sexual orientation, sex, gender identity, family responsibility, pregnancy, genetic status or information, military or veteran status, or on any status protected by federal, state or local law.