



212 E Sabine Dr, Jonesborough, TN 37659
Office Phone: (423) 753-9580
General Inquiries: info@heritageall.org
Office Hours: 9:00 AM to 5:00 PM

Call for Applications: Project Archivist, Photograph Collection

Position

Limited Duration Appointment - Project Archivist, Photograph Collection

Duration

December 2021 to May 2022

Compensation

\$4,000.00 (Payment will be broken into monthly installments based on start date.)

Position Summary

The Heritage Alliance currently has an opening in our archival department for a temporary project archivist to organize, preserve, and manage access to our historic photograph collection. Specifically, the individual in this position will process, digitize, and upload historic photograph materials to a public-interfacing platform and create complementary meta-data for each item. The photo collection archivist will report to the Programming Coordinator and the Executive Director, and their efforts will improve access to our free online digital archive for the general public. This is a limited duration, grant-funded position. This project is funded under a Grant Contract with the State of Tennessee.

Company Overview

The Heritage Alliance is a nonprofit organization founded in 2001. We are dedicated to the preservation of the architectural, historical, and cultural heritage of our region and to providing educational experiences related to history and heritage for a wide range of audiences.

Responsibilities

- Prepare historic photographic material for processing and digitization.
- Work with both physical and electronic records and with content management software.
- Organize, arrange, describe, and track progress on this project.
- Make judgments based on professional standards, records retention policies and departmental policies about processing decisions.
- Work with new and existing collections in a wide variety of formats.
- Work with content management software.
- Digitize and catalog photographs for the online digital archive based on institutional priorities using a variety of technologies.
- Ensure accuracy of digital archive metadata.
- Maintain professional best practices for collections processing, storage, handling, and use.
- Manage, execute, and track third-party image use paperwork.

Qualifications

Required

- College Degree
- Relevant experience, such as working in a library or archives environment
- Ability to work independently and unattended by following established policies and procedures
- Strong organizational and project management skills with the ability to balance multiple tasks and set priorities
- Excellent oral, written, and interpersonal communication skills
- Excellent organizational, planning, and prioritization skills
- Ability to learn and use new software and systems
- Knowledge of digitization standards and best practices for photograph collections
- Experience with industry-standard DAM systems and metadata standards
- Proficiency with photography scanning hardware
- Proficiency with photographic editing software
- Proficiency and capabilities with personal computers and software

Preferred

- Degree in a relevant field (Library and Information Science, Archival Studies, Museum Studies, Public History, Photography)
- Working knowledge and understanding of best practices related to the daily operations of a special collections or archives.
- Experience working with photographic collections in a museum, library, archive, or in a production/research capacity
- Knowledge of copyright laws pertaining to photography
- Demonstrated understanding of the scholarly use of archival collections and of current developments in the field
- Knowledge of archival content, structure, and metadata standards

Conditions of Employment

Must be able to work a flexible schedule, including some weekends. Must be able to lift 50 lbs. Must pass a background check prior to hiring.

Application Process

All applicants must submit a resume, cover letter, and letters of recommendation from at least two professional references to the Executive Director of the Heritage Alliance, Anne G'Fellers-Mason, at amason@heritageall.org. Please submit a complete application by **Tuesday, November 30**. Incomplete applications will not be considered.

Note to Applicants

The Heritage Alliance is an equal opportunity employer, and we welcome all qualified candidates to apply for any open position at our institution. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, parental status, military service, or other non-merit factor. The Heritage Alliance is a drug-free workplace. All offers of employment are subject to and contingent upon the successful completion of a background check and employment verification.