A/V DIGITIZATION VOLUNTEER

LOCATION:

Collections Resource Center (CRC)—Historic Fort Wayne on W. Jefferson Detroit, MI 48209

PURPOSE:

Assist the Society’s Digitization department by digitizing our collection of tape-based dynamic media on a consistent schedule. The collection is primarily composed of U-Matic video tapes; although VHS, Betacam SP, DV, audio cassettes and open reel audio tape may be encountered.

DUTIES:

- Volunteers are required to follow an established work flow;
- Retrieve tapes and capture them in real time using a combination of contemporary and modern equipment;
- (Re)view tapes to identify footage;
- Catalogue the contents of the tapes in our PastPerfect database;
- Prepare the captured files for long-term digital storage;
- Assist with other digitization projects, as needed.

SUGGESTED SCHEDULING:

This is a term-limited role lasting for approximately 4 months (16 weeks) in length. All volunteers must have the ability to provide a minimum of 4-8 hours per week for 16 weeks. There are no exceptions.

Length of time for each shift will be established between the volunteer and Society staff in advance for efficient scheduling, although the volunteer will be expected to be in attendance for the duration of their shift.

There will be a two week trial period for this volunteer position. DHS will work with each volunteer to assign duties that are a best fit for our needs and each individual interest level.

REQUIRED SKILLS:

- Basic familiarity with analog video and audio technology
- Ability to perform simple tasks using modern video and audio editing software i.e. Adobe Premiere or Audacity
PREFERRED SKILLS:

- Familiarity with PastPerfect software;
- Maintain the ability to follow precise directions;
- Ability to lift 15-20 pound boxes;
- Ability to sit for long periods of time;
- Knowledge of Detroit’s history, particularly since 1980;
- Maintain the ability to work individually and as part a team environment.

WORK ENVIRONMENT:

Volunteers should expect a predominately intimate and quiet working environment. This volunteer position is located in a warehouse setting, while working in a generally solitary role. All administrative work will normally be performed in a typical clerical/office work environment.

PHYSICAL DEMANDS:

While performing the duties of this role, the volunteer will be frequently required to sit and lift boxes up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this volunteer role.

TRAINING & SUPPORT:

Volunteers will receive on-the-job training in PastPerfect and preferred A/V processes and procedures by Digitization department.

NEXT STEPS:

Complete and submit online application. Applicants will be contacted within 48 hours.

CONTACT INFO:

Arletha Walker, Volunteer & HR Coordinator arlethaw@detroithistorical.org. No phone calls, please.