



**Job Title:** Audio Visual Collections Coordinator, Full-time

**Department:** Collections

**Reports to:** Manager of Digital Projects

**Annual Salary Range:** \$35,000.00 - \$40,000.00

The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for almost 100 years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum, and our Collection Resource Center at Historic Ft Wayne. The team cares for nearly 300,000 artifacts in its collection and relies on a staff of over 50 individuals to help to continue to bring Detroit's vibrant stories to life.

### **Position Description**

This is a TWO-YEAR, FULL TIME OPPORTUNITY within the DHS Collections Department. The position will take charge of the audio-visual components of a large corporate collection, newly donated to DHS, and manage all aspects of processing the A/V material from intake through storage. The collection includes films, audio tapes, and various forms of video cassettes. The coordinator will be tasked with organizing, cataloging into DHS's PastPerfect collections management system with daily work scanning photographic prints and negatives. In addition to this work, the coordinator will digitally capture audio and tape-based video according to pre-existing guidelines while helping to evaluate and select film-based materials to be outsourced to an external digitization partner.

### **Major Responsibilities**

- Survey and organize collection into logical sub collections for efficient cataloging.
- Create daily PastPerfect database records for the entire collection which is a large portion and a major function of this project.
- Scan and digitally capture objects for inclusion in both back of house database and public facing PastPerfect Online digital collection.
- Conduct scholarly research to assist in contextualizing and identifying objects and photographs (people, locations, equipment, etc.).
- Track, record, and communicate progress against project timeline adjusting, as necessary.
- Assist with other collections and exhibitions projects as needed and perform other related duties as assigned.

### **General Responsibilities**

- Attends meetings as required.
- Completes other duties and projects as assigned, directed, or as required to facilitate Society business.

### **Required Qualifications for Successful Position Performance**

- Previous experience working with museum and archival collections including the use of PastPerfect Museum Software.
- Basic familiarity with various types of analog video and audio technology.
- Enhanced computer skills: Experience with Adobe Premiere, FFmpeg, and the digitization of analog video formats.

## **Preferred Qualifications**

- Knowledge of Detroit's history, particularly since the 1950s.
- Ability to lift up to 25lbs (up to 50lbs with assistance ), comfortable using a ladder or step ladder.
- Ability to sit for long periods of time at a computer station in a typical office setting.

## **Education and Experience**

- Bachelor's degree or graduate-level studies required. Relevant experience (either paid or unpaid) may be substituted for education.
- Concentration of study in history, anthropology, museum studies or similar fields of study preferred.
- Preference will be given to candidates with museum/archival experience in either a paid or volunteer capacity.

## **Compensation and Benefits, (Full-time Employees only)**

DHS offers a comprehensive benefit plan that includes short/long term disability, medical and dental coverage (with premium sharing) and other benefits.

- Paid Time Off (PTO) policy of 20 days per fiscal year.
- Annual salary range for this position is \$35,000.00 - \$40,000.00 depending on qualifications and experience.
- Paid holidays.

## **Paid Parental Leave (Both Full-time and Part-time Employees)**

- After 12 months of qualifying service in coordination with FMLA.

Interested candidates must have a valid driver's license, reliable transportation and be willing to undergo a criminal background check. Please forward a cover letter and current resume to the Human Resources

Department at: [humanresource@detroithistorical.org](mailto:humanresource@detroithistorical.org)

NO LATER THAN FRIDAY, OCTOBER 14<sup>th</sup>, 2022. No phone calls, please.

## **EEO Statement**

The Detroit Historical Society (DHS) is an Equal Opportunity Employer seeks to reach a broad and diverse candidate pool when filling vacant positions., and we encourage a diverse pool of candidates to apply. We strongly encourage applications from people of diverse backgrounds because we believe that our organization and its work benefit from the perspectives and talents that a diverse staff brings. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.