

DETROIT HISTORICAL SOCIETY



Position: AV Collection Coordinator

Department: Collections

Reports to: Brendan Roney, Manager of Digital Projects

Start Date: Spring 2022

End Date: June 2024

The Detroit Historical Society is pleased to offer a full time position within its 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 to storage.

The collection includes films, audio tapes, various forms of video cassettes, photographic prints as well as negatives. The Coordinator will be tasked with organizing and cataloging the collection into the DHS's PastPerfect collections management system. This includes 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 outsourced to an external digitization partner.

Major Duties and Responsibilities:

- Survey and organize collection into logical sub collections for efficient cataloging
- Create PastPerfect database records for full collection. This work is done daily and accounts for of the major portion of the project.
- Scan and digitally capture objects for inclusion in both the back of house database and the 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 the project timeline adjusting as necessary
- Assist with other collections and exhibitions projects as needed.

Required Skills and Abilities:

- Previous experience working with museum and archival collections including the use of PastPerfect Museum Software.
- Basic familiarity with several types of analog video and audio technology.

- Enhanced computer skills: Experience with Adobe Premiere, FFMPEG, and the digitization of analog video formats.
- Knowledge of Detroit's history, particularly since the 1950s
- Ability to lift to 25lbs (up to 50 lbs. with assistance) and comfortable using a step ladder.
- Ability to sit for long periods of time at a computer station in a typical office setting

Education, Training and Experience:

- Bachelor's degree or graduate-level studies required. Work experience may substitute graduate-level studies.
- Concentration in the fields of history, anthropology, museum studies or a similar area of focus required.
- Preference is given to candidates with museum/archival experience in either a paid or volunteer capacity.

Compensation & Benefits

- Full time 35 hour Monday – Friday work week with a flex time schedule.
- Some limited evening and weekend work as needed.
- 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 policy of 20 days per fiscal year
- Paid holidays

Interested candidates should forward a cover letter and current resume by May 1st to:

humanresource@detroithistorical.org

No phone calls, please.

Candidate Requirements

- Willing to undergo a criminal background check
- Reliable transportation and ability to travel to work at the Collection Resource Center on the campus of Historic Ft. Wayne. Valid driver's license

About the Detroit Historical Society

Stop working and start innovating! This is your opportunity to join a national leader in museum services. The Detroit Historical Society has a 100-year plus legacy of telling Detroit's stories and why they matter. The Society operates two museums – the Detroit Historical Museum and the Dossin Great Lakes Museum – and a Collections Resource Center on the campus of Historic Ft. Wayne. DHS is an Equal Opportunity Employer, and we encourage a diverse pool of candidates to apply.