



Digital Collections Assistant Job Description
Oneida County History Center
Date posted: February 10, 2023

Job Outline: Oneida County History Center (OCHC) seeks a qualified candidate to serve as a Digital Collections Assistant to carry out digitization and metadata creation to participate in the Consider the Source Diversity and Collaborative Knowledge Program, a project of the NYS Archives Partnership Trust and funded by a grant from the Institute for Museum and Library Services. This internship is 200 hours and the project deadline is May 15, 2023. Preference will be given to qualified candidates who are current college students or recent graduates.

About the Organization & Project: OCHC is not a public institution but it is dedicated to sharing its resources. The organization's mission is to protect and preserve the past of Oneida County and central New York for present and future generations and to make our region's rich heritage readily available. Education is one of the key ways to promote this mission and education starts with access. OCHC has an extensive digital collection but these resources cannot be accessed remotely by the public. This project is important because it will help to mitigate this issue and will make available primary sources that document historically underrepresented and marginalized groups, specifically women and Indigenous peoples.

Please visit the [OCHC website](#) to learn more about the organization.

Project Description: Digitization and metadata creation for materials representing Indigenous and women's history. Items about Indigenous peoples, including the Brothertown, Oneida, and Stockbridge, will be curated from collections cataloged between 1950 and 1980. These primary sources document social and political life in the 1800s. Examples include an 1842 journal and 11 land title papers from the 1800s. The Lucy Carlile Watson Collection contains 287 items including certificates, a diploma, and artifacts that belonged to Watson, a notable suffragist, plus letters, speeches, and programs from her family. The New Century Club Collection contains photographs, hand-written notes, club publications, minutes, and other items from 1893-1999.

Responsibilities will include:

- Digitize records described above using scanners and photography equipment
- Research, identify, and locate previously digitized resources in OCHC holdings
- Create metadata for records digitized, researching and interpreting items when necessary

- Submit digitized records and metadata to New York Heritage
- Upload digitized records as tiffs or high-resolution jpegs to the Consider the Source Google Drive along with the metadata spreadsheet
- Submit Image Permission Form to include all uploaded images

Candidates must possess the following skills:

- Attention to detail
- Outstanding organizational and critical thinking skills
- Reliable, detail-oriented, and self-motivated
- Ability to read cursive and interpret 19th-century handwriting
- Experience with a variety of scanners, cameras, and other digitization equipment
- Proficient with Microsoft Excel and Google Sheets
- Ability to effectively adapt to and use new technologies and software
- Ability to work both independently and collaboratively with colleagues

The ideal candidate will have:

- Experience digitizing historical records and photographs
- Experience creating metadata following New York Heritage guidelines
- Demonstrated knowledge of best practices, procedures, and technologies regarding digital curation
- Knowledge of the proper handling and awareness of the preservation of archival materials and artifacts
- BA or higher in Library Science, History, Anthropology, Museum Studies, Education OR is currently enrolled in an accredited program

Compensation: part-time, \$17 per hour, not to exceed 200 hours, not negotiable

Schedule & Hours: This is a temporary, part-time position with an anticipated start date on or around Tuesday, March 7, 2023. The exact schedule is flexible but work should be completed during organizational operating hours, which are Tuesday-Saturday 9:00-5:30 p.m. This is an in-person job.

To apply: Complete the online application ([Google Form](#)), and submit your resume/cv and a one-page cover letter addressing your qualifications and interest to Rebecca McLain at rmclain@oneidacountyhistory.org before February 24, 2023.