



## Digital Archivist

**The Moravian Historical Society** seeks an organized and detail oriented Digital Archivist as part of a new initiative in the area of digital curation of archival collections. The Digital Archivist will play a key role in bringing the history of the Moravians and of early America to a wider audience. The collection includes documents from the 1700s that are to be digitized, preserved, and shared. Working as part of a small team, the Digital Archivist will scan, edit, catalog, and disseminate archival documents related to the early founding of Nazareth and Bethlehem Pennsylvania. In addition to knowledge of digital archiving, the ideal candidate will have a passion for history and enjoy working in the nonprofit museum field. The position is part-time for a short-term project funded through a grant from the American Historical Association - National Endowment for the Arts.

### About the Moravian Historical Society

The Moravian Historical Society is a 501 (c) 3 nonprofit museum and historic site that celebrates the rich culture of the Moravians. Recognized broadly for its significant collection and historically important 18th century site, MHS shares this fascinating history through educational programs, guided tours, engaging museum exhibits, and public events. The collection consists of two Moravian buildings—the 1740-1743 Whitefield House and the 1740 Gray Cottage, the oldest Moravian structure in North America—and more than 20,000 historical objects including furniture, decorative arts, paintings, works on paper, musical instruments, textiles, firearms, scientific instruments, metals, and other objects important to the story of early America. Also under the care of MHS are photographs, postcards, a large historical library, and archives of personal, missionary, family papers, and genealogies.

### Key Accountabilities

1. Scan and edit digital images for a variety of historic archival documents (manuscripts, visual materials, and maps), following archival standards and best practices.
2. Create structural, administrative, and descriptive metadata for dissemination via Omeka using Dublin Core standards.
3. Create inventories, finding aids, and condition reports for archival materials.
4. Assist with preservation and proper storage of archival materials.
5. Conduct quality assurance checks throughout the digitization process to ensure high quality of scans and metadata.
6. Assist in the development and revision of workflows, guidelines, and other documentation related to digitization.

### **Required Qualifications**

- Prior experience with digitization.
- Knowledge of metadata schema and knowledge of and experience implementing Dublin Core metadata standards.
- Experience using digitization hardware including computers, flatbed scanners, and copy stand Systems.
- Proficiency with Adobe Acrobat, Adobe Photoshop, and other digitizing software.
- Proficiency in Microsoft Office Suite and experience managing large Excel datasets.
- Proven attention to detail and ability to perform repetitive tasks.
- Ability to work proactively and independently.

### **Preferred:**

- Experience with PastPerfect software
- Knowledge of XML
- Sensitivity to and experience with handling archival materials.

### **Special Consideration**

The Moravian Historical Society is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

The Whitefield House Museum is located in an historic 3 1/3 story building without air conditioning or an elevator. The digitization room is located on the second floor. Various museum-related tasks including lifting moderate weights.

**Please note:**            **This is a Temporary, Grant-funded project**  
**Reports to:**            Executive Director  
**Status:**                 Part Time, non exempt  
**Compensation:**       \$18.00 per hour with no benefits  
**Schedule:**             Flexible; 28 hours/week; 1,175 hours total ending on March 31, 2023.

### **To apply:**

- Please send a cover letter and resume to [director@moravianhistory.org](mailto:director@moravianhistory.org).
- Open until the position is filled.