



Processing and Digitization Archivist (Term) The History Project, Boston, MA

The History Project: Documenting LGBTQ+ Boston (THP) seeks a motivated, enthusiastic, and creative individual to join our organization as a Processing and Digitization Archivist (PDA). THP's mission is to document, preserve, and share LGBTQ+ history. Working with the Executive Director and the organization's Archives and Records Committee, the PDA will complete a full collection inventory, create a process for updating legacy finding aids, and process and digitize selected collections.

The Processing and Digitization will report to the Executive Director and work in collaboration with the Board of Directors and volunteers. This is a contract position funded by the Boston Community Preservation Act. The position will be funded for one year after the start date at a fixed rate of \$65,000.

Essential Job Functions and Project Goals:

- Finalize THP's collections inventory, consolidate collections storage in two locations, and create a physical storage plan (office and off-site).
- Create a processing plan for the collection as a whole.
- Arrange and describe archival collections, creating searchable finding aids.
- Rehouse collections and complete basic archival preservation tasks.
- Prepare items for digitization, maintaining proper naming conventions and hierarchies for digital files.
- Create descriptive metadata for digitized collections based on in-house descriptive standards, prepare for ingest into digital collections repository.
- Upload and quality check digitized materials on Omeka.
- Perform other duties as requested.

Requirements

- Knowledge of LGBTQ+ history and issues.
- Previous experience processing and/or digitizing archival collections or relevant coursework.
- Familiarity with archival descriptive standards including Describing Archives: a Content Standard (DACS), and familiarity with applying MPLP (more product less process) to processing collections.
- Ability to carry out repetitive tasks while remaining detail-oriented.
- Experience with database and archival content management systems - preferably Omeka.
- Outstanding written and verbal communication skills.
- Ability to work independently and collaboratively with staff and volunteers.



The History Project is a nonprofit community archives, the ideal candidate will be flexible and adaptable in a non-traditional archival environment.

Description of Compensation and Benefits

This position is funded by the Boston Community Preservation Act. The salary is fixed at \$65,000 per year for 40 hours per week. The History Project offers medical and dental insurance benefits to full-time staff.

Paid Time Off:

- 20 paid vacation days per year (accrued at 5.38 hours per pay period)
- 12 paid sick days per year, with additional unpaid time if necessary at the discretion of the Executive Director
- Paid holidays in accordance with [Massachusetts State legal holidays](#) (12 per year)
- Paid office closures in July and December.

Vacation and sick time are tracked via ADP, must be used by the end of each calendar year, do not transfer to the next calendar year, and are otherwise forfeited. Workers' Compensation is provided.

Work Format

This position is based primarily in person in Boston, Massachusetts. Some hybrid flexibility and flexible work hours are available, but this is primarily an on-site position.

To apply, please send a letter of interest and a copy of your resume to Executive Director Joan Ilacqua at joan.ilacqua@historyproject.org by August 23rd with the subject line "Processing and Digitization Archivist." We will begin reviewing applications in late August. Please contact joan.ilacqua@historyproject.org with any questions.