

Historic Resources Specialist I, Photograph Archivist

Manuscripts and Image Section, Archives and Record Services

Salary: \$30,385.00

Application deadline: March 23, 2020

To apply for this position, submit an online application via the Mississippi State Personnel Board. For more information, contact the MDAH human resources office at 601-576-6865.

Job details:

This position is in the manuscripts and image collections section of Archives and Record Services. The incumbent will assist staff with processing and cataloging photograph collections.

Job responsibilities will include, but are not limited to, the following:

Describing archival collections: providing item level descriptions for photograph collections in SQL database under the direct supervision of the photograph curator and section head.

Providing bibliographic access: cataloging photograph collections in the online cataloging system (Koha), assigning Library of Congress Subject Headings to catalog records, and updating catalog records as necessary.

Filing section material: filing collection materials for the manuscript and image collections section.

Special projects: providing assistance on special projects as assigned by photograph curator, section head, and division director.

Assisting reference section staff with research requests and occasional Saturday work schedules.

Education must meet the following criteria:

Bachelor's degree from an accredited four year college or university.

Preferred experience includes a basic knowledge of:

- Photograph and negative formats.
- Archival principle and practice.
- Library cataloging.
- Library of Congress criteria for subject headings.