

Archival Processing Technician (Part-time, contract work)

The Mississippi Department of Archives and History is seeking a part-time archival processing technician to serve in the archival reformatting section of Archives and Records Services. This individual will assist the audiovisual archivist with patron reference requests, reformat audiovisual materials, prepare inventories, maintain collection files and databases, and inspect and organize archival audiovisual materials in preparation for grant proposal. Work is performed under the direct supervision of the audiovisual curator and/or the reformatting section head.

This individual will work 16 to 20 hours per week and be compensated \$12 per hour. Work hours are negotiable between 8 a.m. and 5 p.m., Monday through Friday.

Examples of work include, but are not limited to, the following:

- Assist in the preservation and maintenance of historic audiovisual collections.
- Conduct research on archival collections.
- Preliminary archival processing of audiovisual collections (audio, film, and video).
- Data entry
- Assist in reformatting materials for conservation and dissemination to the public.

Required Qualifications:

Graduation from a standard four-year high school or equivalent (GED).

Preferred Qualifications:

- Demonstrated knowledge of Word, Excel, SQL
- Ability to perform well under time constraints with attention to detail
- Strong organizational skills
- Excellent verbal and written communication skills
- Demonstrated knowledge of Mississippi history
- Experience working with the following formats: motion picture film, reel to reel audiotapes, and audio cassettes

If you would like more information about this position, please contact the MDAH human resources office at 601-576-6865. To apply, submit a resume, statement of interest, and references to Shelby Tipton, human resources director, at stipton@mdah.ms.gov.

The Mississippi Department of Archives and History is an equal-opportunity employer.