



# JOB ANNOUNCEMENT

## **Cultural Resources Specialist II, Assistant Audiovisual Archivist**

Archives and Records Services

Starting annual salary: \$33,600.00

Application deadline: March 28, 2023

The Mississippi Department of Archives and History is recruiting an Assistant Audiovisual Archivist in the Archival Reformatting Unit of the Archives and Records Services Division. This position will serve to assist the Audiovisual Archivist with processing archival audiovisual collections. The work involves conservation, preservation, and digitizing analog audiovisual formats such as film, video, and magnetic audio tapes. Also, assisting patrons and fulfilling requests for the use of materials.

### **Duties of this position include:**

- Processing of archival audiovisual collections. (film, audio, and video)
- Preservation and digitization of materials for conservation and dissemination to the public.
- Research archival collections.
- Describe and catalog audiovisual materials into a MARC-based cataloging system.
- Assist audiovisual archivist with public patron requests.

### **Education and experience must meet one of the following criteria:**

- A Bachelor's Degree from an accredited four-year college or university and two years of related experience. Preference may be given to history, library science, or television/audio production degrees.

### **Preferred qualifications include:**

Knowledge of Word, Excel, Final Cut Pro, Adobe Photoshop, MARC, and SQL; the 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 any and all of the following formats: motion picture film, various video tape formats, ree to ree, audiotapes, audio cassettes, and analog sound discs.

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 601-576-6866. The Mississippi Department of Archives and History is an equal-opportunity employer.