

MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY

**Digital Technician
Archives and Records Services Division**

**Up to 28 hours per week; November 2015 - June 2016
(with possible extension through August 2017)**

\$15.50 / hour

Applicants should send a resume with cover letter to
MDAH Human Resources Director, P.O. Box 571, Jackson, MS 39205
Deadline for resume and cover letters: Friday, November 13, 2015

Responsibilities: The digital technician will work on the two-year Mississippi Digital Newspaper Project (MDNP), funded by the National Endowment for the Humanities, collecting metadata and supplying it to a digitization vendor, implementing quality review of digital assets, and assisting with project record keeping.

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

- Collect metadata specified in the National Digital Newspaper Project Technical Guidelines
- Supply metadata to vendor via Excel spreadsheet
- Implement detailed quality review process per Library of Congress guidelines to check the images and metadata for digital assets
- Compare data from the original microfilm review and metadata collection to digitized files using the Digital Viewer and Validator
- Package and ship microfilm and digital assets
- Track project transactions and shipments
- Assist with record keeping and reports preparation

Required Qualifications: Applicant must have experience working with Excel, html and/or xml; and strong organizational and data entry skills

Preferred Qualifications

Experience with digitation projects and metadata collection

Knowledge of applicable technical standards and best practices in microfilm production

Knowledge of archival and library descriptive practices

Knowledge of Mississippi history

The Mississippi Department of Archives and History collects, preserves, and provides access to the archival resources of Mississippi. Its non-circulating collection is the largest, publicly accessible collection of print, manuscript, audiovisual, and digital material relating to the state. Collection strengths include agriculture, Civil Rights, the Civil War, cultural events, natural disasters, and politics and politicians. Holdings are used by researchers worldwide and often requested by print and media publishers for books, exhibits, documentaries, and television programming. MDAH is based in the William F. Winter Archives and History Building, 200 North Street, Jackson. For more information on Department activities, go to <http://archives3.mdah.state.ms.us/>

MDAH is an Equal Opportunity Employer.