

Student Worker – Alabama Department of Archives and History

Digital Assets Section – Digitization Clerk Job Description

Three student worker positions available October 2016, 20 hours per week for six months.

Pay Range:

\$8.50 per hour for undergraduate students

\$10.00 per hour for graduate students

Duties:

- Digitizing volumes of Alabama legislative acts (1903 to 1999)
- Creating descriptive metadata for each book
- Preparing the digital files and descriptions for upload to the ADAH digital collections

Qualifications:

- Attention to detail and ability to carefully handle materials that may be of historical value
- Ability to perform repetitive tasks
- Competency in typing
- Preferred but not required: experience with scanning, Photoshop, Adobe Acrobat, and Excel

Clarifications:

- Students must be currently enrolled to be eligible for the ADAH student contract
- Hours available to work will be Monday through Friday, 8:30 to 4:30
- Positions will run from October 2016 through March 2017 (a total of 480 hours each)

Submit completed ADAH Student application form to Sarah McQueen at sarah.mcqueen@archives.alabama.gov or call Meredith McDonough 334-353-5442 for more information.



STUDENT WORKER POSITION

AVAILABLE 2016-2017 SCHOOL YEAR

Student Worker – Alabama Department of Archives and History

Education Resource Creator Job Description

Student worker position assisting the education section head in the creation of educational resources and conducting museum tours.

Pay Range:

\$8.50 per hour for an undergraduate student (Education and/or History major preferred)

\$10.00 per hour for a graduate student

Daily Responsibilities:

- Assist in the creation of educational resources from the Archive's collections
 - Research, identify, and document primary sources from the Archive's collection to be used for educational materials
 - Develop lesson plans, activities, travelling resources, digital media, and other educational resources for parents and teachers
- Assist in developing school tours and associated school tour materials by collaborating on tour content and assessing course of study standards alignment.
- Assist the education section head in other duties as needed

Other responsibilities as necessary:

- Conduct school tours (K-12th) multiple times per day, when needed
- Copy activity sheets and other education materials.
- Assemble workshop and education packets.
- Register guests for events and workshops.
- Interact with children in various environments

Requirements:

- ability to create engaging, innovative, and original education resources from primary sources and museum artifacts
- interest in and familiarity with U.S. and Alabama history
- familiarity with Alabama Course of Study Content Standards
- above average writing & editing skills
- familiarity with Microsoft Office programs: Word, Excel, etc.
- must be able to conduct tours when needed (standing and climbing stairs)
- must be comfortable interacting with the public – **Primarily children**
- ability to work independently and to manage unexpected situations
- possess ability to lift or carry objects weighing between 25-50 pounds.
- maintain appropriate business casual attire. All clothing should be clean, neat and professional.

Hours:

- Flexible depending upon your class schedule, and needs of department 10 – 25 hours per week.
- Availability between hours of 8:30am-4:30pm.
- Must be available to work occasional Saturdays 8:30-4:30

Submit completed ADAH Student application form to Sarah McQueen at sarah.mcqueen@archives.alabama.gov or call Wesley Garmon 334-353-3288 for more information.



STUDENT WORKER POSITION

AVAILABLE 2016-2017 SCHOOL YEAR

Student Worker – Alabama Department of Archives and History

Education Section - Museum Tour Assistant Job Description

Student worker position working within the Education Section, conducting museum tours and assisting with public programs/tour coordination.

Pay Range:

\$8.50 per hour for an undergraduate student (Education and/or History major preferred)

\$10.00 per hour for a graduate student

Daily Responsibilities:

- Conduct school tours (K-12th) multiple times per day:
 - Arrive 15 minutes early for each tour to greet and welcome groups.
 - Manage tour groups in a positive manner in all types of situations.
 - Provide accurate historical information when conducting tours. Training materials about Alabama history and museum exhibits will be provided for study/reference.
- Assist Hands-on Gallery visitors.
- Clean and tidy Hands-on Gallery and Grandma's Attic by disinfecting surfaces and organizing artifacts/clothes.
- Clean classroom by organizing/disinfecting tables and vacuuming floors.

Other responsibilities as necessary:

- Manage unscheduled groups in Museum and Hands-on Gallery.
- Sign in groups using tablets to collect statistics for quarterly reports.
- Operate Hands-on Gallery desk or Museum Reception desk, assisting visitors and responding to requests and/or questions.
- Answer Public Services office phones and respond to questions.
- Print and fold Building Guides.
- Copy activity sheets and other education materials.
- Assemble workshop and education packets.
- Make and serve coffee and food during special events such as teacher workshops.
- Register guests for events and workshops.
- Interact with children in all types of environments, engaging in activities such as playing old-fashioned games, both inside and outside.

Requirements:

- must be able to conduct 4 tours per work day (standing and climbing stairs)
- must be comfortable interacting with the public – **Primarily children**
- ability to work independently and to manage unexpected situations
- ability to lift or carry objects weighing between 25-50 pounds.
- familiarity with Microsoft Office programs: Word, Excel, etc.
- above average writing & editing skills
- interest in and familiarity with U.S. and Alabama history
- maintain appropriate business casual attire. All clothing should be clean, neat and professional.

Hours:

- Flexible depending upon your class schedule, and needs of department 10 – 25 hours per week.
- Availability between hours of 8:30am-4:30pm.
- must be available to work occasional Saturdays 8:30-4:30

Submit completed ADAH Student application form to Sarah McQueen at sarah.mcqueen@archives.alabama.gov or call Sara Kanau 334-353-4712 for more information.



STUDENT WORKER POSITION

AVAILABLE 2016-2017 SCHOOL YEAR

Student Worker – Alabama Department of Archives and History

Museum Collections Section – Collections Assistant Job Description

Student worker position within the Museum Collections Section, assisting the curatorial staff in the day-to-day tasks of caring for the department's artifact collections and providing access to the collections through creating exhibits and fulfilling research requests.

Pay Range:

\$8.50 per hour for an undergraduate student (history, anthropology, museum studies or other related field preferred).

\$10.00 per hour for a graduate student.

Daily Responsibilities:

- Catalog new artifact collections, including entering a physical description of the artifact, a brief history of its use, and other pertinent data into the museum database software PastPerfect.
- Inventory artifacts in the permanent collection and update the corresponding records in PastPerfect.
- Assist with research requests for artifacts in the collection.
- Assist with developing, installing, and de-installing temporary exhibits.

Other responsibilities as necessary:

- Scan and organize digitized curatorial records.
- Organize hardcopy of curatorial files by date, catalog number, or alphabetically.
- Photograph artifacts and attach to corresponding records in PastPerfect.
- Conduct historical research on artifacts in the collection.
- Assist with special events held at the department, including educational programs, exhibit-related events, and professional development workshops.
- Answer Museum Collections office phones and respond to questions.
- Assist with the preservation and conservation of artifacts in the collection.
- Assist curators with making repairs to the exhibits.
- Set and record insect monitors for Integrated Pest Management program.

Requirements:

- Desire to work in a museum or public history setting.
- Interest in and familiarity with U.S. and Alabama history.
- Ability to work independently and to manage unexpected situations.
- Must be comfortable interacting with the public.
- Ability to lift or carry objects weighing between 25-50 pounds.
- Familiarity with Microsoft Office programs: Word, Excel, etc.
- Above average writing & editing skills.
- Maintain appropriate business casual attire. All clothing should be clean, neat and professional.

Hours:

- Flexible depending upon your class schedule and needs of department 10 – 25 hours per week.
- Availability between hours of 8:30am-4:30pm.
- Must be available to work occasional Saturdays 8:30-4:30.

Submit completed ADAH Student application form to Sarah McQueen at sarah.mcqueen@archives.alabama.gov or call Raven Christopher, 334-353-4696, for more information.



STUDENT WORKER POSITION

AVAILABLE 2016-2017 SCHOOL YEAR