



History Colorado

JOB POSTING

Job Posting: Cataloging Assistant – 3 positions

Where: Denver, CO

When: February 2023-April 2023 (40 hours/week; Not to Exceed 500 hours)

Rate: \$20/hour

Terms: Part time, no benefits or PTO

History Colorado is hiring 3 temporary contractor for a Cataloging/Processing Project in Denver

The Cataloging Assistant will be working with a significant photography collection that consists of 5,473 digital images, 50 audio files and transcripts, manuscript materials, and other photography equipment. The physical collection will need be unpacked, inventoried, cataloged, photographed, and rehoused in permanent storage. The digital collection will be cataloged and archived for digital storage. All items will be comprehensively cataloged in Argus.net. Cataloging will include descriptive and technical metadata, locations, and uploading images. You will be working as a team and individually to process the collection. Work will be held at the History Colorado Center and occasionally at offsite storage.

The Cataloging Assistants will catalog in our database as well as creating spreadsheets for data imports. The Cataloging Assistants will work to ensure cataloging standards are upheld and conduct regular audit checks for records. They will create weekly status reports on progress and may be asked to write pieces for social media or blog submission and will be asked to create a Registration window display of their work.

Collections Assistant Duties:

- Safely move and handle a wide range of artifacts, including equipment, photographic slides, and manuscript materials
- Safely handle digital files and materials
- Creating detailed catalog records in Argus.net and in importing spreadsheets
- Collections photography
- Preparing collections for storage

Qualifications:

- Bachelor's degree in museum studies, history, art history, anthropology, or related field
- Demonstrated experience processing museum collections
- Must be organized and detail-oriented and have experience handling a variety of museum collections
- Demonstrated experience in team-work and independent work
- Ability to work on your feet for 8 hours/day, crouch, and possibly lift items weighing 50 lbs or more
- Ability to work at a computer for 8 hours/day
- Must be able to successfully pass a background check

To Apply:

Send letter of interest, resume, and 3 references to amy.nilius@state.co.us. No calls please. Deadline is January 16th.

