

Northfield History Collaborative Project Coordinator  
Inventory and Metadata Enhancement Grant

Job Description and Job Ad  
Project Coordinator, April 18, 2012

Under the supervision of and with the support of Hayes Scriven (Northfield Historical Society), Nat Wilson, and Hsianghui Liu-Spence (Carleton College), the Project coordinator will accomplish the objectives of the NHC's Inventory and Metadata Enhancement Grant: conduct a detailed survey of the collection of new NHC members and produce finding aids, priority lists, etc. to aid in providing access to and preserving their historical content.

- Complete an inventory and survey of the collections of five new NHC members: St. John's Church, KYMN Radio, First National Bank, Northfield Arts Guild, Northfield News, and Northfield News.
  - Identify and quantify the scope of each collection
    - Identify materials that are most likely to be of greatest interest to the general public
    - Identify priorities for future digitization projects
    - Assess adequacy of and storage conditions, conservation needs, and needs for physical housing (folders, boxes, etc.) for each collection and make recommendations for ways each partner can improve their storage environments
    - Prepare finding aids and collection summary statements to post on the Northfield History Collaborative Portal (<http://www.northfieldhistorycollaborative.org/>)
  - In addition, the inventory and survey results should be designed to inform ongoing work on:
    - Assessing the need for shared services among the members of the Northfield History Collaborative; this would include a coordinated, supply purchasing, website development, improved online access to archival and historical resources and promotion for historically themed events in the Northfield area.
    - Working towards providing advice to member organizations on records management for materials related to local history; and
    - Working towards a coordinated documentation strategy for Northfield cultural heritage.
    - Using ContentDM for Northfield History Collaborative digital content, with a front end system based on Word Press.
- Metadata Development and enhancement duties will include
  - Create new and enhanced metadata for new and existing records in the following ways:
    - Create metadata on new collection surveys and collection materials.
    - Collect technical and preservation metadata for digital records.
    - Create metadata for existing digital records that had little or no descriptive information before.
  - Enhance existing metadata with improved subject headings and description fields, and complete cleanup and completion of metadata from Partnership grant and MDL grant.