



Northfield History Collaborative (NHC) Job Description: Project Manager

Grant funded, 12 month, part-time contract position for 18 hours a week starting July 1.

Primary Functions

The bulk of the project manager's workload will entail scanning partner organizations' historical materials; transcribing handwritten documents as necessary; producing metadata for those projects; and uploading projects to an online content management system.

The project manager also completes tasks as assigned by the NHC Steering Committee. These include fulfilling the objectives of a 2014-15 Legacy Grant the NHC has received. Special emphasis is on:

Adding four new partner organizations to the NHC and working with them to assess their collections and add their materials to the NHC's online collection.

Providing training and support as necessary to volunteers and student workers to ensure content production goals are met and quality benchmarks are met.

Working with member organizations to coordinate and strengthen a system of scanning and metadata hubs that will accomplish work with and for member organizations that do not have the capacity to do this work themselves.

Authority

Reports to the Executive Director of the Northfield Historical Society and the NHC Steering Committee. The majority of the work will be conducted at the Northfield Historical Society.

Carries out the wishes of the Steering Committee. Is *not responsible* for setting overall priorities and strategic directions, for policy and public relations, and for external relations; but will help and advise the Steering Committee co-Chairs in these areas.

Responsibilities

1. Hire, train, schedule, evaluate and supervise students and volunteers to conduct scanning and other duties attendant to producing digital content on the NHC portal.
2. Develop a balanced program of both in-house scanning and outsourcing through MDL and commercial firms. Work with NHC members to develop scanning hubs as appropriate.
3. Monitor digitization and work study student components of the project budget
4. Coordinate scanning operations within NHC.
5. Develop efficient methods of sharing existing expertise to produce metadata for NHC scanned content. Work with NHC members to develop metadata hubs as appropriate.
6. Document NHC policies and procedures on metadata production and scanning, and develop training materials.
7. Provide training and support for member organizations as directed by NHC Steering Committee.
8. Writes reports for regular updating of NHC Steering Committee and Northfield Historical Society Board of Director meetings.
9. Grant reporting and possibly grant writing, as needed. Will be responsible for writing the final grant report.
10. Work with member organizations and other groups to gather student research on Northfield and deposit them in the NHC Student Research Repository.
11. Work with Carleton College staff and member organizations to implement long term preservation of master digital files.
12. Help maintain the NHC website and Facebook Page. Provide content as needed.
13. Other duties as assigned.

Legacy Grant work to be completed

1. Will add four new partners to NHC (Three Links Care Center, First United Church of Christ in Northfield, City of Dundas and Christdala Evangelical Swedish Lutheran Church).
2. Will conduct collections summaries, surveys and storage assessments for all of the new partners.
3. Will begin scanning high priority items from each new partner, prepare metadata and upload digital images to the CONTENTdm website. This will also include creating "about" pages on the new partners for the NHC portal.

4. Will help plan and implement a half-day preservation basics workshop for the partner organizations and other interested organizations in the community.
5. Purchase equipment listed in the Legacy grant

Qualifications

- Bachelors degree, preferred major in history, or collection care with a strong interest in local history.
- Experience working with collection management systems, such as CONTENTdm.
- Knowledge about or experience in metadata creation to enable items to be searchable in the database by title, subject, or any relevant control vocabularies.
- Experience in using web-publishing or web-authoring tools, i.e. WordPress.
- Experience in digitizing content for preservation and access is desirable.
- Excellent command of Word and Excel.
- Experience with Adobe Photoshop and Adobe Acrobat Pro is preferable.
- Superb interpersonal and organizational skills
- Demonstrated experience and skill in supervising student employees.
- Demonstrated ability to work effectively with many different kinds of people and organizations.
- Ability to take and give direction. A friendly, courteous, and helpful manner.
- Willingness to learn and work effectively with new technologies as they are introduced to NHC operations.

Send cover letter and resume to:

Hayes Scriven
Executive Director
Northfield Historical Society
408 Division Street
Northfield MN, 55057

Or email to: scriven@northfieldhistory.org