

Nantucket Historical Association  
Digitization Assistant  
Job Description

Scope of Work:

The Digitization Assistant contributes to multiple strategic initiatives to expand access and enhance discoverability of the NHA's collections. They are responsible for digitizing various formats, including manuscripts, photographs, and institutional records. Additionally, the role involves preparing collections and record groups for digitization as well as supporting the curatorial team in digitizing the artifact collection. The Digitization Assistant will report directly to the Director of Collections and Research Services but will work closely with members across the curatorial and library teams.

Duties

- Adhering to established standards and best practices, digitize materials from the manuscript collections, photographic collections, rare book collections, and NHA institutional records.
- Demonstrate proficiency in operating specialized imaging hardware and software designed for cultural heritage digitization.
- Ensure the overall quality of digitization activities by creating high-resolution preservation images, adhering to file naming and storage protocols, editing images as necessary, and generating derivative images for access purposes.
- Under the guidance of the Archivist and Property Records Specialist, assist with arranging, describing, and preserving archival collections and institutional records selected for digitization.
- Under the guidance of the Collections Manager, complete discrete projects that further intellectual and physical control of the association's artifact collections.
- Follow established workflows in support of artifact digitization, as needed.
- Provide weekly progress updates to project team leads.
- Attend and actively participate in team meetings.
- Performs other duties, as assigned, to accomplish the goals of the association.

Qualifications:

- High proficiency with and proven ability to learn new technologies.
- Ability to follow best practices in handling collections materials.
- Superior interpersonal, communication, and writing skills.
- Ability to maintain a high level of detail and accuracy in management and completion of tasks.
- Ability to work collaboratively and in a self-directed capacity, with a solutions-oriented focus.

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