



ANNOUNCEMENT OF OPEN POSITION

Title of the position:	Digital Collections & Engagement Specialist
Location:	Delaware & Lehigh National Heritage Corridor Headquarters (National Canal Museum), 2750 Hugh Moore Park Rd, Easton, PA 18042
Reports to:	Museum & Education Director
Type/Term of employment:	Temporary, Non-Exempt, up to 30 hours per week for the period from early August - December 31, 2020
Compensation:	\$22 per hour
Expected Start Date:	early August 2020

General Description: The Digital Collections & Engagement Specialist is a temporary, grant-funded position to increase access to the National Canal Museum's collections by processing and digitizing objects and producing engaging digital content in different mediums (written, video, and audio) to share with the public. The collections include artifacts, photographs and slides, films and audio recordings, maps and engineering drawings, books and pamphlets, and other archival materials relating to the history of canals and associated industries.

Position responsibilities:

- Select objects and archival materials from the collection for processing and digitization based on historical significance and importance to the public
- Catalogue and process objects in the Museum's collections management database, creating or updating records as needed
- Photograph and scan objects and archival materials according to current archival/collection standards
- Produce weekly social media posts and other virtual educational content to engage the public with the collection
- Investigate and implement ways to provide digital access to the collection via the National Canal Museum's website
- Assist with creating virtual tours of collection objects within the D&L's new mobile app
- Attend and participate in monthly staff meetings
- Other duties as assigned

Qualifications/Requirements:

- Bachelor's degree in Library and Information Science, Museum Studies, Digital Humanities, Public History or a related field or commensurate experience.
- Practical, hands-on experience with processing and digitization in collections/archives, including use of a collections management system (preferably PastPerfect)
- Knowledge of the concepts, principles and practices of collections/archival management to include proper handling, documentation, preservation and/or maintenance
- Experience with producing engaging content for digital/online platforms and a desire to learn new technology and software
- Excellent organizational, project, and time management skills
- Proficiency using MS Office software (Word, Excel, Outlook) and Adobe software (Acrobat and Photoshop)
- Strong service orientation, positive interpersonal skills, and willingness to collaborate in a team environment
- Excellent written and oral communication skills
- Ability to adapt to changing circumstances
- Ability to work some weekends and evenings
- Valid driver's license in good standing

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work requires a variety of physical activity including sitting or standing for extended periods of time, kneeling or crouching, and lifting a minimum of 30lbs. The employee is required to use hands to feel and handle objects. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

Work Environment: The work environment described here is representative of that encountered by the employee while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work for this position is performed in an open office environment and in climate-controlled archives. The archives are kept at 63 degrees year-round. The noise level in the office environment is usually moderate due to open office layout with a high level of activity on phone, computers, and printers. All employees are required to act respectfully toward individual co-workers and toward the D&L's overall organizational structure following D&L Community Values.

Benefits: As a temporary position, the employee would not be eligible for employment benefits apart from those required by law.

Background: The Delaware & Lehigh National Heritage Corridor (D&L) preserves the historic pathway that carried anthracite coal and iron from Wilkes-Barre to Bristol, PA. Today, the D&L Trail connects people to nature, culture, communities, recreation and our industrial heritage. The organization was established by Congress in 1988 to celebrate our nationally significant story centered on the transport of anthracite coal from the mines of Luzerne and Carbon County to the markets in the Lehigh Valley and Philadelphia (via Bucks County). The D&L Trail is a multi-use trail spanning 165 miles from the mountains of northeast Pennsylvania, along rivers and through the Lehigh Valley and Bucks County. It's 92% complete. We are a diverse organization with the ability to connect people to unique experiences in nature and the environment, community and economic impact, health and recreation, history, preservation, and education. Along with the National Canal Museum (an AAM accredited Smithsonian Affiliate), we make our home in Hugh Moore Park in Easton PA.

HOW TO APPLY: Applications will be reviewed on a rolling basis until the position is filled. Applicants can submit a resume and cover letter describing their qualifications, experiences, and how they learned about the position via e-mail with the subject line “Digital Collections Position” to finance@delawareandlehigh.org. No phone calls please.

The Delaware & Lehigh National Heritage Corridor, Inc. (D&L) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the D&L organization complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.