

Volunteer Opportunity Description

Photo / Imaging Dept. Scanning & File Prep Assistant

Supervisor: Jay Crawford, Photographer

Responsibilities:

- Scanning from negatives, transparencies, glass plates and reflective originals (Windows XP system, Epson 1640XL and Minolta DiMage 5400 scanners).
- Retouching and preparation of digital files (Photoshop CS3) for output on Fuji PG-3500 or Epson 7600 printers (in-house), other print systems through commercial labs.

Qualifications:

- Some previous digital imaging / scanning / Photoshop experience essential; staff will train volunteer in image specifications and workflows.
- Ability to work carefully at detailed tasks.

Final Product: This is a unique opportunity to get hands-on experience in a museum environment. CHM is a major historical research facility with a world-class photo collection of over 1.5 million images.

Dates of Project: On-going

Time commitment: At least 4-8 hrs. per week for at least a year; hours must occur on any weekday. Our collection is very large, and digitization efforts will be underway for the foreseeable future

Application Deadline: We are currently accepting applications for this volunteer opportunity.

How to Apply

A completed application consists of the following:

- a completed application form
- a resume outlining your educational, professional, and volunteer experiences, or biographical statement
- the mailing addresses of two references

Every effort is made to match the skills and interests of prospective volunteer with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.