CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Photo Archives Research Technician** **UNION: 114**
SG: 9
DEPARTMENT: **Museum** **CS: N**
FLSA: Y
EEO4CODE: PP

JOB SUMMARY:

The Photo Archives Research Technician is responsible for documentation, access and maintenance of the photo archive collections. He/she assists and maintains security over the public during research hours, operates photo reproduction services and answers the public's requests for information relating to local history and/or use of the archives. The Photo Archives Research Technician identifies and catalogs images in the photographic collections, provides informational and photographic support, carries out assigned curatorial duties for exhibitions, presents slide shows on historical topics to the public and participates in other museum projects.

SUPERVISORY RELATIONSHIP:

The Photo Archives Research Technician reports to the Photo Archivist/Curator of History.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Responds to requests from researchers for historical information and/or photos. Hosts public research hours, as well as responding to requests for information via mail, telephone, e-mail, etc. Interprets images, consults databases and research resources, locates appropriate photos and negatives, draws conclusions and responds accordingly to the requestor.

2. Operates the resale component of the archives, including reproduction of photos, maps, boat plans, slides, informational pages. Prioritizes orders, invoices for services, tracks loaned images and follows up on status of invoice payment.

3. Documents and catalogs photo collections and donations and conducts daily archive maintenance. Identifies conservation needs and conveys to Photo Archivist/Curator of History. Conducts research to accurately interpret collections, determines circa dates and updates catalog descriptions.

4. Provides exhibition and publishing assistance including photo interpretation, historical information and photo service consultation to curators, authors, publishers, etc. Handles the retrieval of items, print and copy production, shipping, selection of subject scope within the exhibition topic and text format selection.

5. Presents slide programs on historical topics for museum and outreach. Selects images, produces slides, designs sequencing, researches and interprets historical facts.

ADDITIONAL WORK PERFORMED:

1. May supervise the activities and tasks of interns and volunteers.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Knowledge of historical research methodologies and resources, specifically the use of microfilm, city directories, census, newspapers, etc.
- Ability to learn local and regional history, and to acquire the knowledge of specific historical topics in authoritative detail.
- Knowledge of current archival methods for the cataloging, care, storage and retrieval of items.
- Experience with photographic interpretation.
- Ability to deal effective and tactfully with the public and clients; requires special skill in oral communication and interpersonal sensitivity.
- Knowledge of practices, policies, procedures and ethics of museum operations.
- Good writing skills; ability to compose reports, concise labeling of images, etc.
- Good general knowledge of local and regional history, with knowledge of specific historical topics in authoritative detail.
- Ability to manage multifaceted projects with competing deadlines.
- Strong organizational skills.
- Experience in operating computer equipment and standard software.
- Must be flexible and adaptable with the ability to work either alone or with others.
- Ability to perform the essential functions of the job.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

WORKING ENVIRONMENT:

The Photo Archives Research Technician generally performs work indoors at a computer terminal, photocopier, microfilm reader, slide projector, etc. This position requires occasional use of chemicals and may have occasional exposure to fumes and dust.

EXPERIENCE AND TRAINING REQUIREMENTS:

- BA in social sciences, history, anthropology, museum studies, archives/records management or library science.
- One (1) to three (3) years paid archival experience in a museum, historical society or closely related government agency or private sector experience **MAY** be considered in lieu of degree.

NECESSARY SPECIAL REQUIREMENT:

- Working knowledge and interest in local history and/or background in historical or genealogical research.
- Valid Washington State drivers license, with good driving record (three-year abstract of driving record required upon hire).

PREPARED BY: Toni Nagel
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01/13/00

REVIEWED BY: _____
Don Keenan
Acting Museum Director