

MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY

**Reformatting Section
Archives and Records Services Division**

Optical Imaging Operator (contract)

28 hours / week; June - November 2016, with possible extension

\$12 / hour

Applicants should send a resume with cover letter to
MDAH Human Resources Director, P.O. Box 571, Jackson, MS 39205 by Friday, May 6, 2016

Responsibilities: Scan historical documents negatives, and photographs from archival collections, and facilitate workflow between the Division's work units and a commercial vendor. Work is performed under the direct supervision of the reformatting supervisor and/or reformatting staff.

Examples of work include, but are not limited to, the following:

- Scanning rare, fragile historical material on a flatbed scanner
- Scanning microfilm copies of newspapers
- Coordinating work between internal and/or external work units
- Managing both the physical material and the resulting work product (s)
- Performing quality control inspections according to established standards and in-house protocols.

Required Qualifications: Graduation from a standard four-year high school or equivalent (GED).

Preferred Qualifications(OLD)

- Relevant technical training from an accredited program
- One year of experience with Photoshop CS or an equivalent imaging software
- One year of experience with flatbed scanners
- Knowledge of and experience handling rare, fragile historical documents
- Demonstrated detailed and technical knowledge of the operation of an imaging workstation
- Bachelor's degree in history, library science or related field from an accredited institution
- Knowledge of 20th century Mississippi history
- Demonstrated knowledge of Word, Excel, SQL

The Mississippi Department of Archives and History collects, preserves, and provides access to the archival resources of Mississippi. Its non-circulating collection is the largest, publicly accessible collection of print, manuscript, audiovisual, and digital material relating to the state. Collection strengths include agriculture, Civil Rights, the Civil War, cultural events, natural disasters, and politics and politicians. Holdings are used by researchers worldwide and often requested by print and media publishers for books, exhibits, documentaries, and television programming. MDAH is based in the William F. Winter Archives and History Building, 200 North Street, Jackson. For more information on Department activities, go to <http://archives3.mdah.state.ms.us/> MDAH is an Equal Opportunity Employer.