



Volunteer Digitization Assistant

Time Frame: April through December, 2015

Paid Position: No

Hours: flexible, 2-10 hours per week, Monday through Friday; some weekends available

The Hudson River Maritime Museum (HRMM) in Kingston, NY is seeking computer-savvy individuals with a passion for sharing history to assist the museum with the digitization of its photograph and document collection, as well as its audio and video oral history collection. Selections from these digitized collections will be shared online with the general public via the Hudson River Valley Heritage (HRVH) online digital repository (www.hrvh.org) as well as through social media and online exhibits.

Requirements

The ideal volunteer Digitization Assistant will have good computer skills, be comfortable using a scanner, have experience with data entry, and have excellent attention to detail. Volunteers should commit at least two hours at a time to projects and should be able to work relatively independently after initial training.

Responsibilities

You are responsible for following museum digitization guidelines closely and entering data accurately, as well as using museum equipment safely and carefully.

Training

Full training is provided by the museum. Volunteers will work initially with the Curator, Education Director, and/or a more experienced volunteer before moving on to solo work.

Volunteers interested in data entry will be trained in PastPerfect and ContentDM museum software.

In addition, some additional in-depth training via HRVH may be available for those interested.

To Apply

Please go to www.hrmm.org/volunteer to download an application form or apply online, or pick one up from the museum (winter hours are 10 am to 4 pm, Monday through Friday).

E-mail your completed form (a Microsoft Word Document) to: volunteer@hrmm.org

OR

Apply online at www.hrmm.org/volunteer

OR

Mail or return in person to:

Hudson River Maritime Museum
50 Rondout Landing
Kingston, NY 12401

About HRMM

The Hudson River Maritime Museum is a 501(c)3 non-profit organization dedicated to the interpretation and preservation of the maritime heritage of the Hudson River, its tributaries, and related industries. For more information, visit www.hrmm.org.