HISTORICAL PHOTO DIGITIZATION ASSISTANT

COH VIA

Hurst Public Library, 901 Precinct Line Road

QUALIFICATIONS

- Comfortable with technology, including the use of computers and photo scanners.
- Attention to detail, especially when handling and organizing historical photos.
- Good organizational skills to manage digital files and metadata.
- An interest in local history or archival work is beneficial.
- Ability to work independently and follow detailed instructions.

Staff will provide training as needed.

RESPONSIBILITIES

- Digitize historical photos using a photo scanner and computer.
- Ensure proper file naming conventions and organization of digital files.
- Handle physical photographs with care to avoid damage.

REQUIREMENTS

- Must be at least 18 years of age.
- No criminal record.
- Comfortable with technology, particularly computers and scanners.
- Must be available to work Monday through Friday, between 8:00 a.m. and 5:00 p.m.
- Ability to work in a quiet, focused environment.
- Ability to sit and work at a computer for extended periods of time.
- Basic understanding of digital file management (e.g., creating folders, saving files, renaming files).
- Physical demands
  - Ability to stand, push, pull, lift objects weighing up to 15 lbs., reach, bend, and stoop.
  - Visual and auditory acuity and good manual dexterity is required.
- Mental demands
  - Speak and write clearly and effectively communicate.
  - Comprehend, retain, and follow oral and written instructions.
- Work environment
  - The volunteer will work indoors, ensuring protection from weather conditions.
  - They will operate in a clean, well-ventilated, and well-lit environment.

Contact
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