



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	HBCU History & Access Consortium Digitization Fellow
Department:	Clark Atlanta University Art Museum
Reports To:	Museum Director

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

This role is designed to provide experience in digitization art collections, development of metadata, and related research. The fellow will work on the HBCU History and Culture Access Consortium (HCAC) project with the Digital Humanities Program Manager, HCAC stakeholders, and the CAUAM team. The fellow’s primary duties will be focused on three major areas of responsibilities: **art history & research, photography/digitization, and metadata development.**

The HBCU History and Culture Access Consortium (HCAC) is a pilot initiative led by the Smithsonian National Museum of African American History & Culture (NMAAHC) Office of Strategic Partnerships (OSP) to create lasting benefits to HBCU museums and archives.

Examples of Duties and Responsibilities:

- Perform in-house digitization of art collections; ensure quality of master images, edit images, and create derivative images for access purposes.
- Assists with moving of collections.
- Categorize and describe relevant information regarding artifacts, images, and/or documents identified for use.
- Assist with research as necessary to establish context for events related to African American art history; consult outside sources and other archival documents as necessary to identify and describe related people and places.
- Assist with the creation of item-level descriptive metadata for various original art objects and other materials (i.e., documents, manuscripts and photographs) following professional standards and best practices.
- Assist with maintaining the overall quality of digital curation activities – to include creation of preservation and access images, file naming, file type(s), image quality, collection, and item level metadata.
- Participates in meetings, provides status updates, and project reports.
- Complete other duties as assigned.

Knowledge, Skills, and Abilities:

- Experience with Microsoft Office suite including, but not limited to, Word, Excel, PowerPoint, and Outlook.
- Excellent research and writing skills.
- Excellent communication and interpersonal skills.
- Ability to work in a team setting.
- Data entry and management.
- Ability to adhere to university policies and procedures.
- Interest in exploring opportunities in museums, archives and Digital Humanities.

Minimum Hiring Standards:

Education	Bachelor’s Degree
Years of Experience	1 year photography experience

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