Academy of Model Aeronautics

5161 East Memorial Drive
Muncie, Indiana 47302

AMA STAFF POSITION DESCRIPTION

TITLE:	Museum Image Digitizing Specialist
CLASS:	Hourly, full-time, grant-funded position. Reports to the Museum Director
SUMMARY:	• The Image Processing Specialist's scope of responsibility is to make photographic material available world-wide to our members, schools, the community, our stakeholders, and partners.
RESPONSIBILITY:	• Preserve the museum's photographic collection from deterioration. • Describe and make images available via museum's online resources.
ESSENTIAL FUNCTIONS:	• Digitize images from the collection and records appropriate metadata. • Edit scanned images as appropriate. • Assist in the interpretation of the collection. • Provides the proper care and preservation, handling, and tracking, as well as risk management for collection materials digitized under this project. • Monitors condition of images being processed and, under supervision of archivist, performs or coordinates conservation efforts when necessary.
CREDENTIALS AND EXPERIENCE:	• Must have a degree in, have taken classes in, or currently be enrolled in a museum studies, history, archives, library sciences, or photography program at an accredited college or university. • Experience with digital imaging technologies. • Self-motivated individual with a strong attention to detail and a high degree of accuracy and organization. • Proficiency with MS office products (Word, Excel, etc.) and computer database software. Familiarity with PastPerfect Collections Software is a plus. • Must have strong verbal, written, organizational, and interpersonal skills, to include public speaking. • Must be able to work with artifacts that are dusty, moldy, or contain insects. • Must have the ability to help lift and carry items that might way 40 pounds or more. • Must be able to work independently or as a part of the team. • Desire to learn about aviation history, and model aviation in particular, is a plus.