

Volunteer - Digital Imaging Specialist

Fort Concho seeks a Volunteer Digital Imaging Specialist (VDIS) to assist the collections department. The multi-year digitization project aims to transfer information from object catalog cards to a collection management database while incorporating a high-quality image with each object entry. The VDIS will capture images of artifacts, art work, furnishings and textiles then upload each digital file to the collection's PastPerfect museum software.

Primary Duties:

- Setup lighting equipment, and photo table studio or backdrops to produce optimal photograph possible
- Photograph objects and associated materials using the site's Canon DSLR camera
- Upload files into database and assign image to corresponding object catalog entry
- Scan labels, documents, and other material into database system
- Return object to appropriate storage areas or cabinets
- Maintain an accurate record of objects photographed and progress of project
- Work with Curator to ensure photography efforts are in line with project goals and timetable

Qualifications/Skills:

- Experience with object photography
- Experience using digital SLR and photography equipment
- Familiarity with Adobe Photoshop Element and/or similar applications
- Excellent computer skills
- Ability to work quickly while maintaining accuracy
- Experience in collection-oriented work environment preferred
- Experience with PastPerfect software or other database management system preferred

Physical Requirements:

- Ability to work while standing, kneeling, or squatting for prolonged periods of time
- Ability to lift more than 25 lbs.
- Ability to climb ladders to retrieve objects being photographed

Job Type: Volunteer Position

About Fort Concho Collections Department:

Fort Concho is home to a collection of over 20,000 artifacts and archeological material that tells the story of our site, various peoples, and the country. These objects were generously donated by individuals or groups from the local community, the State of Texas, and the nation. The scope of objects spans a wide range of years from early American history to the modern era; with the bulk of the materials focusing between 1865 and 1920.

Application:

All parties interested in this volunteer position should visit the fort's website to fill out an application, or contact Volunteer & Visitor Services Coordinator, Rocio Moncibais at 325-657-4444 or sutler@fortconcho.com