

ANCHORAGE MUSEUM

Title: Metadata Technician

Reports To: Deputy Director, Collections & Conservation

FLSA Status: Non-Exempt

EEO Class: Admin Support

Approved by: Museum Director/CEO

The Anchorage Museum is for people, place, planet, and potential, in service of a sustainable and equitable North, and with creativity and imagination for what is possible. We strive to be a place of ideas and transformation, narratives and perspectives, resilient and relevant communities, and responsive to a rapidly changing world toward a better future for all. We welcome diversity and inclusion and recognize all are enriched through diverse voices, viewpoints, and skillsets. The Anchorage Museum is committed to creating an anti-racist, fully inclusive organization and is an equal-opportunity employer.

Summary Position Statement

Under general supervision of the Deputy Director for Conservation and Collections, this position is responsible for creating file metadata in accordance with museum procedures for digital surrogates of photographs in the Anchorage Museum collection.

This is a full-time, 18-month, grant-funded position.

Essential Functions

- Transcribe information from negative sleeves, index cards, or photographs using museum standards and provided software
- Create and enter additional metadata from provided information
- Properly handle fragile and rare material
- Track metadata workflow under Archivist's supervision

Non-Essential Functions

- Support additional tasks related to the project, as needed
- Other duties as assigned

Knowledge and Skills

- Knowledge of Alaska history, geography, culture
- Knowledge of Adobe Photoshop, spreadsheets, and databases
- Ability to operate a computer
- Sensitivity to and experience handling library, archival, collection materials
- Detail-oriented and able to perform repetitive tasks with consistent & excellent results
- Ability to work independently
- Excellent verbal and written communication skills
- Excellent analytical and organizational skills

Qualifications

- High-school diploma or equivalent
- Bachelor's degree in History, Museum Studies or related field preferred
- One-year experience creating metadata preferred
- One-year experience with photograph collections preferred

Employee Expectations

As an AM employee, the incumbent is expected to model the following traits:

- Foster and maintain open communication, collaboration, actively engage in the exchange of ideas and maintain constructive relationships
- Initiative and creativity in all aspects of the position
- Lead by example by maintaining a high standard of professional ethics and conduct
- Treat everyone with dignity and respect
- Support and uphold the policies and procedures of the AM

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is regularly required to stand; walk; and occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are typical of an office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.