**Special Projects Assistant at The Columbus Jewish Historical Society**

***“****The Columbus Jewish Historical Society preserves the stories, artifacts, images, and heritage of the Jewish communities of Central Ohio.”*

**Purpose of Job:**

Serve as a temporary assistant (6 months) for special projects at the Columbus Jewish Historical Society. Including but not limited to: processing photograph collections, organizing incoming collections, cataloging, and other special projects as needed.

**Essential Duties and Responsibilities:**

1. Flexibility to work on multiple projects throughout contracted timeframe.
2. Handling and scanning photographs, research, and assisting with projects as needed**.**
3. Willingness to learn on the fly; seizes opportunity to learn correct archival policies and procedures.
4. Experience with historical research and using library and archival tools to conduct research.
5. Detail-oriented and accurate proofreading skills.
6. Excellent written and oral communication skills; utilizes e-mail to maintain open communication with supervisor and archival staff.
7. Able to work on projects independently and at times in isolation; able to meet deadlines.

**Minimum Qualifications:**

1. Working toward Bachelor’s degree in History, Art History, or other related field. OR working toward Master’s Degree in Library and Information Science (MLIS) or recent graduate of MLIS program.

**Highly Preferred Qualifications and Competencies:**

1. Experience working in a museum or archival setting.
2. Experience working with PastPerfect or other museum and cataloging system

**Technology Skills:**

1. Comfortable working with technology tools such as Microsoft Outlook, Excel, and Word.
2. Comfortable working with or learning PastPerfect, a museum cataloging software.
3. Seizes opportunity to troubleshoot technology problems.

**Physical Demands:**

Able to stand, sit, and bend for an extended period of time; able to pick up and carry boxes at about 40 lbs.

**Schedule:**

 15 hours per week: Tuesday 9am-2pm, Wednesday 9am-2pm, Thursday 9am-2pm

**Wage:** $10.50/hour

**Please send resume & cover letter by June 2 to:** **schittock@tcjf.org**