

Digital Imaging Technician

The Whyte Museum acquires, preserves, interprets and makes accessible the history, and culture of the Canadian Rockies through our collections, exhibitions, and programming. The Whyte Museum is looking for a Digital Imaging Technician to digitize holdings, create metadata, and prepare existing digital holdings for uploading to the Archives and Library database and online catalogue.

Responsibilities:

- Reporting to the Archivist, the Digital Imaging Technician is responsible for operating a flatbed and overhead book scanner to produce lossless files documenting archival scrapbooks and other archival materials
- The Digital Imaging Technician is also responsible for data entry and embedding metadata into digital files. Using both Apple and Microsoft Windows operating systems and programs such as InMagic DBTextworks, Adobe Photoshop, Acrobat, and Adobe Bridge.
- Ensure that digitization, file naming and the creation of metadata is carried out in accordance with the policies, and procedures of the Whyte Museum of the Canadian Rockies. The technician will perform ongoing checks of their work as well as the work of others to confirm standards are being maintained.
- Prepare existing digital files for uploading to Archives and Library database and Whyte Museum's online catalogue.
- Ensure proper handling, retrieval, and refiling of archival material.
- Collaborate with staff with any required conservation / preservation as needed prepare materials for digitization.
- Clean and maintain work areas and perform general operational maintenance of equipment. In addition, the technician will perform preventive maintenance on equipment and software, as well as conduct basic problem diagnosis.



Box 160, 111 Bear St. | Banff, Alberta, T1L 1A3 | 403 762 2291 | whyte.org

Qualifications

- Post-secondary studies in the field of photography and / or digitization or equivalent experience in the field
- Detail-oriented and proficient in finding practical solutions
- Excellent organizational and time management skills
- Demonstrated ability working with Adobe Photoshop and Bridge
- Experience working with InMagic, DBTextworks would be an asset but is not required
- Interest and experience in working with heritage or cultural collections
- Familiarity with digitization hardware
- Familiarity with digitization workflows and descriptive metadata
- Experience working with rare, fragile and oversized materials
- Ability to work hard and fast with minimal supervision
- Willingness to provide rigorous quality control review
- Familiarity with scanning systems, file formats, bit depth, image resolution, etc.
- Comfortable with the use of ladders and stairs
- Ability to lift up to 20 lbs

\$18.00 per hour. 35 hours per week, Monday-Friday. No benefits.

START: December 30, 2019 END: March 31, 2020

Apply by December 12, 2019

Email cover letter and resume to:

Nicole Ensing, Archivist, Whyte Museum of the Canadian Rockies: nensing@whyte.org

Only those candidates selected for interviews will be contacted.