

Pioneer Museum of Bozeman, MT.

Job Title: Digital Coordinator #2.

Salary Range: \$22,000 - \$25,000/yr. Full time fixed term appointment until July 31, 2012.

Responsible To: Team Leader.

The goal of the project, funded by the Institute of Museum and Library Services, is to make photographic records more accessible to the public and fulfill the Pioneer Museum's mission of preserving the cultural heritage of southwest Montana and Gallatin County. Applicants should possess a solid understanding of computers, photographic-scanning techniques, and database entry.

Specific Duties:

1. Preparation and handling of original photographic material for digitization.
2. Archive and file photographs.
3. Help build a digital catalogue with detailed information.
4. Scanning (at a high resolution) of photographs and negatives.
5. Provide technical training to volunteers.
6. Other project duties as identified by the Project Manager.

Suitable training will be given as necessary. Museum background preferred.

Please send resume, along with three references to:

John Russell
Executive Director
Pioneer Museum
317 W. Main
Bozeman, MT 59715

EOE. Electronic submissions also accepted. Send to pioneermuseum@montana.com. Applications close **Friday, August 6, 2010 @ 5p.m.** No phone inquiries, please.