

Connecticut State Library

Job Opportunity

Project Assistant (part-time)

(Contractor)

Unit: Preservation Office / Collection Services Unit

Location: Connecticut State Library, 231 Capitol Ave., Hartford, CT

Schedule: flexible, within Monday through Friday, 8:30am-5:00pm

Hours: 20 hours per week for 45 weeks

Salary: \$25/hour

Duration: 45 weeks, ideally April 2024 through January 2025

Closing Date: January 31, 2024

A Project Assistant is sought to work onsite for the Connecticut Digital Newspaper Project, a project funded by a grant from the National Endowment for the Humanities (NEH) to digitize 100,000 pages of microfilmed Connecticut newspapers. This is a 20 hour per week, contracted position. Ideally the start date is April 2024, and the position will run for 45 weeks from start date. Benefits are not included.

The CT State Library is seeking an individual who is a quick learner with demonstrated ability to pay attention to detail and to work independently.

Duties:

- Performs collation of service copy microfilm to create metadata for newspaper digitization project. Collation consists of examining every page on a reel of film and recording in a spreadsheet such things as issue date and number of pages, while watching for missing issues or pages;
- Performs quality inspection of negative microfilm;
- Assists Project Coordinator with preparing shipments of microfilm reels to digitization vendor, as needed;
- Assists with outreach activities, such as identifying content for use in social media posts or outreach materials;
- Other duties as assigned.

The preferred candidate will have: Demonstrated experience with digitization projects with a solid understanding of digitization and/or microfilm conversion projects; Experience working with microfilm, quality control assurance, and/or data entry; Knowledge of newspapers or serials; Bachelor's degree with an interest in history or related fields; and the ability to identify items in historic newspapers that will be of special research or popular interest.

Minimum Qualifications: Bachelor's or Associate's degree or two years of college; Two years of library work experience; Knowledge of Excel and Microsoft applications; Basic communication and interpersonal skills; Ability to work at a microfilm machine for long periods; Excellent attention to detail.

To apply: Email a cover letter and resume to:

Gail Hurley, Co-Director, CT Digital Newspaper Project

Connecticut State Library

Gail.Hurley@ct.gov

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER:

CT State Library is an Affirmative Action/Equal Employment Opportunity Employer.