



DREXEL UNIVERSITY

College of
Medicine

*The Legacy Center: Archives and Special Collections
Women in Medicine and Homeopathy*

Digital Imaging Technician (posted July 5th, 2018)

The Legacy Center, Archives & Special Collections at Drexel University College of Medicine has a temporary position available for a Digital Imaging Technician. The Digital Imaging Technician will digitize materials for the *In Her Own Right* project which focuses on women's activism between 1820 and 1920, leading up to the centennial of the passage of the 19th amendment. Primary responsibilities are digital conversion, file processing and management, and quality control.

Specific job functions

- Image and text conversion using flatbed scanner and digital camera
- Applying industry standards to create archival masters
- Post-processing image files using Photoshop and other batch processing software
- File management, including ingest of files to digital collection system
- Workflow management
- Quality control
- Creation and/or capture of technical and administrative metadata

Qualifications

Demonstrated knowledge of imaging applications, especially Photoshop; strong general computer skills; ability to take initiative; ability to work flexibly, independently, and collaboratively. Experience with image and text conversion and experience or familiarity with handling rare and fragile materials preferred. Interest in digital libraries and information technology a benefit.

Salary and scope

This temporary position is for a maximum of 400 hours and pays \$15 hourly. Work schedule is negotiable in a flexible environment and expected to begin as soon as possible.

The Digital Imaging Technician reports to the Managing Archivist and all work will take place on Drexel's Queen Lane campus. *Drexel's Queen Lane campus is in the East Falls neighborhood of Philadelphia, easily reached by car, Drexel shuttle, or public transit.*

Please submit a letter of interest, your cv/resume and two references to:

Margaret Graham, Managing Archivist
mgramham@drexelmed.edu