# RHSV Project Description

## Job Title

Volunteer: Image digitisation (3 hours per week)

## Location

Royal Historical Society of Victoria, 239 A'Beckett Street, Melbourne (a 3-minute walk from Flagstaff Station).

## Context

For preservation and access purposes, the RHSV is digitising parts of its collection. We have identified photographs, artworks and print material to be digitised in-house using our scanning equipment and software. We are in need of the services of volunteers to assist in this project.

## Skills & knowledge required:

- proficiency in using computers and learning new software (training in scanning and software use will be provided);
- a strong attention to detail;
- careful manual handling of archival items.

## Duties:

- scan images according to identified standards and procedures;
- note the physical condition of items being scanned, measure and record their dimensions and any inscriptions or original accession numbers;
- resize images and watermark them using Adobe Photoshop;
- ensure that records are created and managed according to RHSV Collection policies and procedures.

## Time Commitment

Volunteers are needed on Wednesdays, Thursdays and Fridays for a 3-hour time period each week.

There are two time periods available on each day, 9.30am to 12.30pm or 1.30pm to 4.30pm.

Volunteers repot to the Volunteer Manager or Collections Officer (Images).

## Applications

Please email Claudia Donovan (Collections Officer, Images) at images@historyvictoria.org.au with a copy of your resume (or a short summary of your interests and experience), your day and time preference, and your contact phone number.