

Archivist - Map Collection

Martha's Vineyard Commission (MVC) – **Application Deadline: April 28, 2019**

Location: Oak Bluffs, MA

Description: The MVC seeks a full-time intern (8-week position) to archive the MVC's collection of hardcopy maps. As the regional planning agency for Dukes County since 1974, the MVC has created an extensive collection of maps for the region. The MVC wants these older, paper/mylar maps cataloged, organized, and properly stored. The newer maps, digitally created since 2000, will not be included in this task. The archivist will work under the direction of the MVC's GIS Coordinator and Senior Planner.

Duties: The Archivist will be responsible for creating and populating the MVC's collections into an Online Public Access Catalog (OPAC); scanning hardcopy maps; uploading scans to OPAC or other identified cloud space; organizing and properly storing hardcopy maps.

Skills/Qualifications: Bachelor's Degree (or in pursuit of) in Library Science/Information Technology. The successful candidate will have previous archiving experience using an OPAC system, be able to work independently, prioritize tasks, ask questions when needed, have ability to lift and carry archival boxes, work proficiently with computers and scanners, and work in an open office environment with several other coworkers.

Remuneration: The position pays \$15.00/hour for up to 300 hours (maximum of 8 weeks at 37.5 hours/week). The MVC is located on the Island of Martha's Vineyard. Housing is not provided nor is transportation or relocation assistance.

To Apply: Please send cover letter & resume electronically to Christine Seidel at seidel@mvcommission.org by April 28, 2019.