



Digital Humanities and Archival Fellowship

The Digital Humanities and Archival fellowship at the Auburn Cord Duesenberg Automobile Museum is designed to provide experience and training in the expanding field of museum digitization, in archival collections management, and in collections conservation. This twelve month fellowship at the Auburn Cord Duesenberg Automobile Museum provides an opportunity for the fellow to engage with and learn from museum professionals on staff. The fellow will be fully integrated into the museum's archival and curatorial departments while devoting his or her time to the museum's digitization and access project.

The individual will work directly with the museum's Digitization and Access Manager, who will serve as a supervisor and mentor throughout the term of the fellowship. The fellow will help to manage, coordinate, and execute the functions of the digitization and access project. Tasks that will be performed include: organizing, labeling, and indexing of physical collections, cataloguing and scanning of physical collections, coordinating digitization interns and database entry specialists, editing and quality checking digital collections, ensuring proper storage and conservation of archival collections, and finally, executing any essential function or task that ensures continuing progress of the museum's digitization and access project. The fellow will have the opportunity to oversee the management and digitization of one of the museum's automotive research collections as a final experiential project.

Desired Qualifications

- Candidates who possess, or are pursuing, an education ranging from an associate's degree to a graduate degree; OR candidates who can present at least one year of relevant professional experience as an equivalent qualification

Desired Skills

- Ability to properly handle rare and fragile archival items
- Basic understanding of museum collections management
- Basic understanding of collections cataloguing
- Ability to use and learn digital scanning, data entry, and cataloguing software
- Affinity for structured organization and indexing
- Capacity to manage and delegate tasks to other digitization staff

Fellowship Term

- The fellowship period is 12 months from the date of hire
- The Digital Humanities and Archival Fellowship is a part-time, temporary, and hourly position with the Auburn Cord Duesenberg Automobile Museum

Typical Schedule and Compensation

- The fellow will work 30 hours a week with a typical schedule of 9am to 5:30pm Tuesday through Friday, with an hour for lunch, limited weekend hours may apply as needed
- The fellow will receive an hourly rate of \$10.50
- There are no additional benefits provided as part of this fellowship

To apply for this fellowship please send a resume or curriculum vitae, cover letter, and three references to the Auburn Cord Duesenberg Automobile Museum's Digitization and Access Manager Ethan Bowers: ethanb@automobilemuseum.org