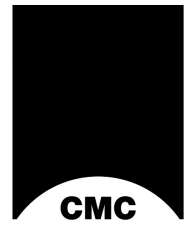


Volunteer Position Description



Department: Photographs, Prints, and Media (**History**)

Volunteer Title: *Moving Image Digitization Project, (1 volunteer)*

Purpose: This volunteer position will assist the Curator of Photographs, Prints, and Media with the inventory and digitization of the Cincinnati Museum Center's Moving Image Media Collection. This includes working with DVD and CD media, as well as digital formats. As part of this volunteer project, the volunteer will learn proper handling techniques, storage and preservation best practices, and they will assist with the creation of digital mp4 files which will help make this collection accessible to future patrons and researchers.

Background: Cincinnati Museum Center's (CMC) Photographs, Prints, and Media Collection contains a multitude of materials ranging from photographic prints and negatives to original reel to reel recordings – truly almost any form of media you can imagine is here in our repository's holdings. Media is a format that needs extra care and preservation techniques applied when caring for these items, and the CMC's team is dedicated to proper preservation and best practice care of our materials. The CMC is also an organization working to make their collection holdings more accessible to all – and the work completed in this volunteer project will help ensure that these collections are properly cared for and accessible for current and future generations of Cincinnatians.

Location: Geier Collections and Research Center (**760 W 5th St, Cincinnati, OH 45203**) – This will be volunteer position that will regularly take place at the Geier Research Center and work will mostly be completed independently.; however, some work will be done a Union Terminal. All work at Union Terminal the volunteer will be accompanied by the Curator of Photographs, Prints, and Media.

Key Responsibilities:

- Digitizing the current Moving Image DVDs and CDs into mp4 and mp3 digital file formats.
- Cross-reference the current Excel inventory list of Moving Images with the digitized file formats to ensure quality control and accessibility.
- Work with the Curator of Photographs, Prints, and Media on inventorying needs
 - This activity will take place at both Geier and Union Terminal
- Create safe learning environments for all abilities.
- Participate in regular trainings and professional development as able – examples of past trainings include lectures in history and science, Seizure First Aid from Epilepsy Alliance Ohio, new gallery updates, etc.
- Embody CMC's Quality Standards: Credible, Effective, Engaging, Welcoming and Safe.

Requirements:

- Familiarity with handling collection objects of various sizes and formats; or a willingness to learn and directly apply without continued supervision.
- Ability to handle and lift items that may be in delicate and/or very fragile conditions; or a willingness to learn and directly apply without continued supervision.
- Ability to follow guidelines for proper handling and moving techniques to ensure the safety of the collection objects
- Knowledge of 19th and 20th Century Cincinnati history a plus!
- Ability to access MyImpactPage.com (MIP) to self-manage your volunteer schedule and required training materials or otherwise arrange access through Volunteer & Intern Services.
- Ability to notify museum managers of sudden absences by calling a designated call-off number.
- Attend series of trainings to be scheduled at discretion of Volunteer & Intern Services/Museum Engagement teams.
- Ability to see an idea through, from conception to completion, without a lot of direct oversight.

Reports To: Volunteer & Intern Services, Manager and the Curator of Photographs, Prints, and Media

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Length of Appointment: 2x weekly for 8-weeks, possibly longer

Time Commitment: Volunteer hours are from 10:30-3:30 Wednesday and Thursday. Other schedules can be discussed.

Benefits:

- Free admission to all permanent CMC exhibits and access to the National Underground Railroad Freedom Center
- Free parking at Cincinnati Museum Center locations
- Discounts at food locations
- Invitations to select exhibit previews, special events and lectures
- Professional development, training opportunities and work experience

Dress Code:

- All staff, whether paid or volunteer, should follow the museum uniform policy when working in museum galleries or when working with guests directly.
- All staff, whether paid or volunteer, must display name badge on their shirt or on a lanyard. Badge must be visible at all times.
- A current CMC branded shirt that is clean and neat in appearance should be always worn on the museum floor. A long-sleeved shirt in either black or white may be worn under a CMC branded uniform shirt.
- Only CMC branded jackets/fleeces should be worn over uniform shirts.
- Shirts featuring exhibits, OMNIMAX movies, or events that are no longer available to the public are considered out of uniform.
- Pants, shorts, and skirts may be worn and must be either solid black or solid khaki in color. Denim/jean material is acceptable. Shorts and skirts must be at least mid-thigh in length. Leggings without skirts or shorts are considered out of uniform.
- These policies apply any time you represent CMC at Union Terminal, in the community on behalf of CMC, or are otherwise wearing a CMC branded shirt in public.

Age Requirement, if any: 18+ -- prior collection handling experience a plus but not required