

Cincinnati Museum Center (CMC)

Request for Proposal: Contract Archivist – Betz-Marsh Collection

Rate: \$25-35 per hour

Schedule: onsite, 30-40 hours per week, for 6-9 months (contract may be extended, pending further funding)

Cincinnati Museum Center inspires people of all ages to learn more about the world through science; regional history; and educational, engaging, and meaningful experiences. CMC is committed to diversity, equity, access, and inclusion. We acknowledge how we're alike and embrace how we're different. When we work with empathy and equity, we can build a better community together.

Project Overview

CMC seeks an independent contractor to help process archival photographic prints and negatives (both nitrate and acetate) from the Betz-Marsh Collection. This collection includes the body of work of Cincinnati-based photographer Sargent (Sarge) J. Marsh. Marsh Photographers, Inc., specialized in commercial and stock photography, including catalogue and print advertising, aerial surveys, motion picture and theatrical works, and business/retail photography. Between 1937 and 1975, their client base included most of Cincinnati's major businesses.

The Contract Archivist will assess and prepare the Betz-Marsh Collection for preservation and user accessibility. Under the management of the CMC's Curator of Photographs, Prints, and Media, they will work in accordance with CMC's collections policy and ensures that activity takes place in accordance with legal, ethical, and professional standards.

The Contract Archivist will assess individual item conditions, identify proper archival storage needs for collection items, physically rehouse materials, and implement archival systems to ensure the overall accessibility and preservation needs of this unique collection are met using industry standards.

This position is part of a strong team of historians, archivists, and librarians, and may work with interns and volunteers. CMC seeks independent contractor applicants from all communities, including but not limited to People of Color, Native Americans, recent immigrants, and others interested in telling the rich stories of Greater Cincinnati's people, past and present.

Duties and Responsibilities

- Manage, preserve, and research Betz-Marsh collection
- Conduct basic inventory and assessment; prepare, handle, and store collections materials using appropriate methods
- Create basic Dublin Core metadata for images and media with accuracy and attention to detail
- Other duties, needs, or strategies may arise as this project evolves.

Qualifications

- **Education or Equivalent Work Experience**
 - Degree or equivalent work experience in history, library science, archival studies, photography, project consulting, or related field
 - Experience working in or for a museum, library, or archive with familiarity handling and working with varied photographic media

- **NOTE:** This collection contains nitrate and acetate negatives as well as various-sized prints, so experience working with sensitive materials is a plus; safely following best-practice handling methods is a must

➤ **Specialized Knowledge, Skills, and Abilities**

- Curiosity and aptitude for learning and sharing new information; solid grounding in museum or library methods and professional standards, and experience with both analog and digital research and historical methods; dedication to archiving with a focus on diversity, equity, access, and inclusion.
- Experience using Windows-based PCs and software, MS Office products, Photoshop, cameras, scanning equipment, and collections management systems. Must be able and willing to learn and adapt to new technologies.
- Strong interpersonal skills to effectively work with coworkers in a positive, professional manner.
- Excellent written and oral communication skills.
- Demonstrated ability to work independently and as a member of a team.

Working Conditions

- Typical office setting at the Geier Collections & Research Center, as well as time at other storage facilities. Some driving may be required – locally and regionally.
- Regular and frequent computer and phone use.
- Some work with chemicals will require a respirator, gloves, and other safety equipment, which CMC will provide.

Physical Requirements

- Work includes sitting, standing, bending, kneeling, reaching, and retrieving items, which sometimes requires standing or sitting on concrete floors and climbing tall ladders or mobile stairs
- Work can include lifting 30 lbs and carrying for a distance of up to 10 feet, and pushing or pulling a cart weighing up to 100 lbs
- Accommodations to work around these requirements may be possible and can be discussed during the interview

To apply please send a resume and cover letter to Arabeth Balasko, Curator, Photographs, Prints & Media at abalasko@cincymuseum.org.

About Cincinnati Museum Center

Cincinnati Museum Center (CMC) at Union Terminal is a national historic landmark. Dedicated to sparking community dialogue, insight and inspiration, CMC was awarded the 2009 National Medal for Museum and Library Service from the Institute of Museum and Library Services and received accreditation from the American Alliance of Museums in 2012. Organizations within CMC include the Cincinnati History Museum, Children's Museum, Museum of Natural History & Science, Robert D. Lindner Family OMNIMAX® Theater, and Cincinnati History Library & Archives. Recognized by Forbes Traveler Magazine as the 17th most visited museum in the country, CMC welcomes more than 1.8 million visits annually.