

# Photographer

Position works with Archives and Collection Staff to preserve the history of Steele County by photographing and storing digital images of collection items.

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## **DUTIES:**

- Use Sony digital camera to create images
- Load digital images on computer and store on server
- Rename files with SCHS conventions
- Attach digital image to PastPerfect Collection software (optional)

## **LOCATION:**

Photographer will work in the Steele County History Center Archives and in various buildings of the Village of Yesteryear.

## **TIME COMMITMENT/REGULARITY:**

Minimum 1-2 hours sessions during regular business hours of the History Center. Casual one day volunteers welcome.

## **SKILLS:**

- Digital SLR camera use
- Basic computer use – creating and renaming files
- Microsoft Windows 7

## **TRAINING:**

Training will be provided for:

- Use of SCHS's digital camera
- PastPerfect Collection Software
- Basic Windows 7

## **CONTACTS:**

- Dan Moeckly, Archives Manager, [daniel.moeckly@steelehistorymuseum.org](mailto:daniel.moeckly@steelehistorymuseum.org)
- Robyn Ladd, Archives Assistant, [robyn.ladd@steelehistorymuseum.org](mailto:robyn.ladd@steelehistorymuseum.org)