

Special Assistant, Museum Collections Processing Enhancement

- Under the direction of the History Division (HD) Archivists, the Assistant will assist with all aspects of archives collections management including to basic archival accessioning, holdings maintenance, arrangement, description, preservation and reference assistance, primarily in support of collections related to the National Museum of the Marine Corps activities.
- Processing new acquisitions, found-in-collections, and legacy collections: including researching, describing, preservation care, physical re-housing, and scanning,
- Perform basic image capture, enhancement, file organization tasks and technical/administrative metadata for cataloging collections
- Assist in implementing best practices in archives collection storage areas by re-housing and inventorying permanent collection objects
- Assist in public research requests, donor/vendor relations, and other outreach activities including newsletter articles
- Other duties as needed including clerical and maintenance duties

Requirements:

- Knowledge of American and USMC history
- Basic knowledge of archives, records management and historical research
- Strong written and verbal communication skills
- Experience with Microsoft Office and G-suite applications
- Preferred degree in U.S. history, archival science, or library science.

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Special Assistant, Social Media Enhancement

- Under the direction of the History Division (HD) Archivists, the Assistant will increase overall awareness of History Division and their archives collection for the public.
- Generate for approval and share engaging content regularly (e.g. original text, photos, videos and news).
- Highlight archives collections through HD's social media accounts including Facebook, Twitter, Flickr and YouTube
- Draft responses to queries in a timely manner and monitor customer reviews.
- Perform basic image capture, enhancement, file organization tasks and create technical/administrative metadata.
- Assist with reviewing and developing the HD web presence as a source and reference for social media content.
- Other duties as needed including clerical and maintenance duties

Requirements:

- Basic knowledge of American and USMC history
- Strong written and verbal communication skills
- Experience with Microsoft Office and G-suite applications
- Experience with social media platforms for business

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Special Assistant, Transcription Enhancement

- Under the direction of the History Division (HD) Archivists and Oral Historian, the Assistant will assist with all aspects of transcription and oral history collections management including basic holdings maintenance, preservation and transcription assistance.
- Transcribe oral history interviews into text
- Proofread and edit new and existing transcripts
- Perform basic audio file digitization / conversion, preservation, file organization tasks and create technical/administrative metadata.
- Enhance discoverability of existing transcripts
- Assist with implementing best practice for storage and handling of legacy A/V materials
- Assist with requests for information concerning HD's oral history collections

Requirements:

- Basic knowledge of American and USMC history
- Attention to detail
- Strong written and verbal communication skills
- Experience with Microsoft Office and G-suite applications
- Familiarity with legacy audio/visual materials and equipment

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