

The Steele County Historical Society seeks one contractor to undertake a digitization project concerning local township government records. This project will focus on imaging and transcribing the records of a single township. Training on SCHS systems and workflows will be provided.

The contract will begin in December and will be ongoing until the project is complete or labor funds are exhausted. No guarantee of further contract. The work will be completed in two phases.

- Phase 1, imaging, must be completed on site. Applicants must be able to operate an Atiz BookDrive Pro. This requires manual dexterity and the ability to stand, bend, and reach.
- Phase 2, transcription, can be completed from any location with a secure computer and internet connection. This portion of the project requires the ability to read and transcribe written language by numerous individuals. Weekly on-site meetings may be required.

The contractor will set their commitment to the project with a minimum of 12 hours and a maximum of 40 hours per week. Please indicate your intentions in your letter of interest.

Rate: \$14.50/hour

Hours: After training, hours will be flexible.

Essential skills, traits, and qualifications:

- Ability to read cursive handwriting
- Keyboarding for transcription with excellent speed and accuracy
- General computer skills and experience with Windows 10 and Google Drive
- Self-starter
- Ability to complete tasks in a timely manner
- Follow the procedures for documentation as set by SCHS staff
- Ability to occasionally lift 10 – 40 pounds

Preferred skills, traits, and qualifications:

- Experience using an Atiz Book Drive
- Experience with a DSLR camera
- One year of experience volunteering/working at a historic site/museum

Please email letter of interest, resume, and three references to: SCHSBoard@steelehistorymuseum.org

Set email subject line to “TWPD-112220” and attach documents in PDF or MS Word formats.

Applications are due by November 22nd at midnight. Applicants will be contacted by noon on November 23 to confirm the reception of their materials. If you apply, and do not receive a confirmation email, please call the SCHS at 507-451-1420 on November 24 by noon CST, and alternative methods of submission can be discussed.