



Position Description

Title:	Bentley Project Metadata Volunteer
Employment Status:	Volunteer (Remote Assignment)
Time Commitment:	Due to database licensing, the pilot team will be limited to 14 metadata volunteers assigned to a fixed schedule. This project will be performed remotely.
Project Description:	<p>Since 2017, Hillwood has set to digitize the Marjorie Merriweather Post (MMP) series of the Post Family Papers, currently held by the Bentley Historical Library at the University of Michigan. The ultimate goal of this project is to create keyword searchable files of the MMP series, and host them online for our curators, staff, and researchers to access alongside Post's other records held in Hillwood's own Archives and Special Collection.</p> <p>Currently, the project is focused on the creation and verification of the keyword searchable PDFs. Nearly all folders have already been scanned by our digitization vendor. Looking forward, the project will also need detailed file-level metadata created in order for relevant materials to be retrieved when searching in Hillwood's digital asset management system. Volunteers will work on the project via a remote desktop connection and will complete some of their work in Google Sheets, which is similar to Microsoft Excel.</p>
Primary Functions:	Bentley Project Metadata Volunteer create, review and verify PDF files in our optical character recognition (OCR) software, ABBYY FineReader 12. Following this process, the volunteer will help write descriptive metadata information in Google Sheets.
Key Job Elements:	<ul style="list-style-type: none">• Works with Digital Initiatives Librarian to create accurate, searchable, and discoverable PDFs of digitized document folders using ABBYY FineReader 12 software.• Applies descriptive metadata according to instructions.• Meets periodically with Digital Initiatives Librarian to discuss progress, review issues, and any additional training needs.• Honors the time commitment requested of Bentley Project Metadata Volunteer.
Organizational Relationships:	<ul style="list-style-type: none">• Reports to the Digital Initiatives Librarian• Collaborates with Head of Volunteer Services & Engagement• Interacts with staff and fellow remote volunteers, depending on project
Knowledge:	<ul style="list-style-type: none">• Experience in proofreading textual documents and editing information in Google Sheets, Excel, or similar formats.• Experience or ability in learning new software.



- Willingness to read and interpret handwritten documents.
- Background in library science, cataloging, transcription, or data entry is helpful, but not required.

Skills/Abilities:

- Attention to detail.
- Proficiency and confidence using a computer.
- Ability to read from a computer screen for two-four consecutive hours.
- Interested in learning about the museum's collection and founder.
- Timely and responsive in correspondence via email and phone.
- Demonstrates a commitment to the spirit of Hillwood's mission, vision, and interpretive messages and keeps them at the forefront of all endeavors.

Work Environment:

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of the volunteer role. While volunteering, a Metadata Volunteer is regularly required to communicate professionally in person, over the telephone, and through email and other electronic means.

Notice:

The preceding volunteer description has been designed to indicate the general nature, essential duties, and responsibilities of work performed by a Metadata Volunteer. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of volunteers to do this role.

We are a progressive, equal opportunity organization and all interested parties are encouraged to apply. So, volunteer "Where Fabulous Lives!"