

BIRMINGHAM HISTORICAL MUSEUM & PARK



Processing Assistant

The Processing Assistant helps support the museum's archival work and mission, and assists with vertical files, documents, and photography collection. Professional processing includes digitization and documentation according to prevailing standards and museum procedures. The Processing Assistant works with museum staff to accurately inventory, catalog, and organize the archival material to provide improved access. Past Perfect V is the current software being used to catalog and organize the archival collection, but additional work with spreadsheets and Word is part of the role.

Duties include:

- Inventory of existing collections
- Assist with documentation of new accessions
- Review of records, storage, condition, and need for additional documentation or research
- Updating data records in Past Perfect
- Regular progress reports to museum staff