



Project Description

Job Title

Volunteer: Image Editing

Context

The RHSV is digitising its photographs, postcards, maps and artworks for preservation and access purposes.

We are in need of the services of volunteers with photo-editing skills to help us create high resolution preservation files and small preview files from our high resolution image scans.

Skills

- Proficiency in using Adobe Photoshop;
- A strong attention to detail;
- Accuracy in data-entry;
- Careful manual handling of archival items.

Duties

1. Compare the high resolution tiff file scan of the image to the hard copy original.
2. Using Adobe Photoshop, make any necessary corrections to ensure that the scan is an accurate representation of the original image.
3. Enter the image metadata into the tiff file and save it as a preservation file.
4. Create a preview file by re-sizing the tiff file, adding a watermark, and exporting it as a jpeg.
5. Upload the preview file to its matching image catalogue record.
6. Manage all collection items and records in accordance with RHSV collections policies and procedures, as per the training provided.

Time Commitment

We ask volunteers to work 3 hours per week. The available volunteer days are Wednesday, Thursday and Friday. The morning session is 9.30am to 12.30pm, and the afternoon session is 1.30pm to 4.30pm. Volunteers report to Helen Stitt, Collections Officer (Images).

How to Apply

Please fill in our Volunteer Expression of Interest form, highlighting your preference for image editing: <https://www.historyvictoria.org.au/support/become-a-volunteer/>

Please also send your c.v. to Helen Stitt, Collections Officer at images@historyvictoria.org.au