

**Washington State Fair
Historic Fair Assets Digital Archivist & Graphics Support**

The Washington State Fair is seeking an enthusiastic, self-motivated individual for a temporary, part-time position as a Digital Archivist working with The Fair's historic photos. The Washington State Fair's archive consists of physical collections and digital assets that document the organization's work since its founding in 1900. It includes photographs, documents, publications, maps, audio/visual materials, and other assets that are used throughout the organization.

The Digital Archivist's responsibilities will focus primarily on photographs, and will include: scanning images, cataloging digital assets, metadata updates and maintenance, and archival research. The Archivist will help build a digital photo archive using Digital Asset Management (DAM) software to organize photos by date, subject, photographer, and other searchable metadata, and to research content of photographs to fill in missing data. Additional duties include supporting the Graphics Team using the Adobe Creative Suite.

This paid, part-time position with the Washington State Fair's Administration would be ideal as a keystone or research project for graduate or undergraduate students of museology, library science, conservatorship, art history, and/or archival studies.

Candidates should have the following skills:

- Knowledge of/proficiency with Digital Asset Management (DAM), digitization, digital archiving and electronic records
- Knowledge of/proficiency with Adobe Creative Suite
- Working knowledge of Microsoft Office Suite
- Knowledge of various photographic media, digital photography standards and file types, ability to determine the quality/resolution of existing files
- A demonstrated ability to process and catalog information accurately
- Attention to detail
- Willingness to learn and use new software
- Must have excellent written and verbal communication skills
- A strong interest in history is an advantage

Education/Experience: Ideal candidates should have a high school degree and be working toward or completed an associate's or bachelor's degree in museology, library science, conservatorship, art history, and/or archival studies, or relevant experience. Interest in design or photography a plus.

This is a temporary, part-time position with an initial 1-year commitment. The selected intern must be able to commit to 10-20 per week during regular office hours, 8:00 am–4:30 pm, Monday-Friday. Hours may vary during the course of the year. Compensation DOE.

To apply

Please send your resume and a cover letter to patty@thefair.com and include ARCHIVIST INTERN in the subject line. Please no phone calls. Washington State Fair is an Equal Opportunity Employer.