



AMERICAN HISTORICAL SOCIETY
OF GERMANS FROM RUSSIA
Honoring our Past • Embracing the Future

AMERICAN HISTORICAL SOCIETY OF GERMANS FROM RUSSIA

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402.474.3363 | www.ahsgr.org

JOB ANNOUNCEMENT

Digital Asset & Media Specialist

The mission of the American Historical Society of Germans from Russia (AHSGR) is to discover, collect, preserve, and share the history, cultural heritage, and genealogical legacy of Germanic Settlers in the Russian Empire.

Founded in 1968, we have 3,000 members worldwide, a museum campus with replica buildings and artifacts of German Russian heritage, a robust publishing program, and a research library that houses the largest collection of German Russian ancestral records and documents in the Western Hemisphere.

You are invited to learn more about us at: ahsgr.org

JOB SUMMARY

Provides technical oversight of the organization's efforts to preserve, create, and make available digital resources through our website and other platforms.

JOB ACCOUNTABILITIES

- Establishes and assists with processes for the acquisition, processing, and cataloging of born-digital collections and for organizational digitization efforts
- Works with library/archive staff to establish and/or identify systems of preserving and providing access to reformatted and born-digital materials (collections and organizational)
- Manages the AHSGR website, including evaluating admin role assignments, serves as primary interface with external vendor providing website hosting and support, evaluates and sets goals for website performance and functionality, tracks updates and enhancements, performs routine web page updates, and generates standard and ad hoc reports from website databases
- Works with and supports staff in developing and providing unique online programming opportunities in support of the organization's mission
- Identifies, evaluates, and manages technology solutions for organization and serves as day-to-day operational interface with external vendors providing digitization and technology services to AHSGR
- Serves on staff teams providing vision and oversight for visitor/member engagement, exhibition planning (online and onsite), and online content creation
- Answers the telephone, greets museum visitors, and helps give tours when needed
- Provides logistical and organizational support during the annual convention (online and/or in-person)

MINIMUM QUALIFICATIONS

Bachelor's degree plus a minimum of two years of related experience that may consist of: digital collections management, website or digital media production, or IT services.

PREFERRED KNOWLEDGE/SKILLS/ABILITIES

- Demonstrated skills with Adobe and Microsoft platforms/applications, website content management systems (WordPress preferred) and a variety of third-party applications/plugin-ins
- Video/photo/image editing, production, and management skills
- Knowledge of CSS & HTML a plus
- Ability to communicate effectively about digital initiatives with non-technical staff
- Knowledge of ADA Web Accessibility Standards
- Standards of operation for management and archiving digital data
- Excellent organizational skills and attention to detail and documentation practices
- Proficient written and oral communication skills
- Adaptability and the ability to work positively and collaboratively with the public, researchers, and the staff team

POSITION CONDITIONS

- Full-Time position, Monday-Friday, some flexibility in work schedule
- Occasional evening and weekend events/meetings
- Occasional same day or overnight travel

SALARY AND BENEFITS

- \$40,000-\$50,000 based on experience and education
- Accruing PTO, retirement plan with employer match, healthcare/insurance premium allowance

TO APPLY

Resumes must be received by April 30, 2022. Email letter of interest and resume in PDF format to darenz@ahsgr.org using the job title and your name in the subject line (example: Digital Assets_ Sally Smith). All attachments should include your name in the file name (example: Sally Smith_Resume). Interviews will be scheduled for early to mid-May.