



1400 West Mars Hill Rd | Flagstaff, Arizona 86001-4499 | USA  
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## POSITION ANNOUNCEMENT

### ARCHIVES PLATE SCANNING INTERN

The Lowell Observatory Archives in Flagstaff, Arizona invites applications for a paid internship for the Spring 2020 semester to assist with the digitization of glass photographic plates. The preferred candidate will be a graduate student in a public history, archives, or library and information science program. The intern must work 150 hours total, and the project must be completed by June 1, 2020. This position is supported in part by a grant from the Arizona Historical Records Advisory Board.

The glass plate archive predates digital imaging in astronomy. Lowell Observatory houses more than 60,000 photographic plates spanning the last 90 years, including those made by Clyde Tombaugh in his search for Planet X (Pluto). Digitizing the plates will make them accessible to researchers, scientists, and the public and limit future handling.

This internship is eligible for credit through your university. You will want to confirm this with your internship coordination at your university.

### RESPONSIBILITIES

The intern will primarily be responsible for scanning and cataloging a subset (~1,000) of the plates, housing them in archival boxes, and safely moving them from their current storage area to the Observatory's Putnam Collection Center. Hours are fairly flexible, with the work taking place between 10 am and 4:30 pm, Monday through Friday.

### Knowledge, Skills, Abilities Required

- attention to detail
- good organizational skills
- ability to lift and carry boxes
- strong research and communication skills
- basic computer and data entry skills
- reliable transportation

### Knowledge, Skills, Abilities Preferred

- familiarity with archival theory and practice
- experience handling glass photographic plates

## WORKING CONDITIONS

This position will include lifting, moving and carrying boxes of up to 35lbs. The location of the plate vault is in the basement of a 100 year old building that does not have an elevator, so the ability to climb and descend stairs is required. Moving through campus, often on uneven terrain while carrying boxes up to 35lbs.

<b>Status:</b>	Part Time, Temporary. 150 hours maximum
<b>Term:</b>	Mid-January through June 1 <sup>st</sup> 2020
<b>Schedule:</b>	Will depend on the applicant's availability, but work must be completed weekdays between the hours of 10am-4:30pm.
<b>FLSA Classification:</b>	Non-Exempt
<b>Compensation Type:</b>	\$22-\$24/hour
<b>Benefit Eligible:</b>	*Limited Part Time Benefits
<b>Location:</b>	1400 W Mars Hill Rd, Flagstaff, AZ

### To Apply:

Please send the following documents to [humanresources@lowell.edu](mailto:humanresources@lowell.edu)

- Application (<http://lowell.edu/about/employment>)
- Resume
- Letter of interest addressing your qualifications
- Phone numbers and e-mail addresses of three references

**Deadline for application submission is Midnight November 17<sup>th</sup> 2019.**

Lowell Observatory is an Equal Employment Opportunity/Affirmative Action employer and provides equal employment opportunity to all persons without regard to race, color, religion, sex, national origin, age, genetic information, disability, veteran status, political beliefs, sexual orientation, and marital and family status.

Lowell Observatory provides reasonable accommodations to applicants with disabilities. This nonsmoking/drug-free campus is at an elevation of 7,000 ft/2100m, and the DCT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.