

Short-term Part-time Project Archivist

Job Title: Project Archivist: Papers of Eric Denton PNW Sawmill Automation

Location: Private residence in Burien

Project Duration: Jan - April 2014 or until completion of transfer of materials

Days/Times: 2 hours, two times/week. There is some flexibility with regard to days and times, but they should otherwise be consistent each week.

Applications: Applicants should send a short cover letter, resume, and/or references to email-eric8073@gmail.com by 1/31/2014.

Hourly Pay: The hourly wage to be based on experience and/or performance.

Project Description

Eric Denton is currently seeking applications for a Short-term Part-time Project Archivist to help prepare his papers for transfer to the University of Washington Libraries Special Collections. The project archivist will appraise, arrange, re-house, flag general preservation issues, and prepare inventory and other descriptive information necessary to create a finding aid for a sub-set of his project 'Sawmill Automation'.

The collection spans the years 1969 to 1995 with the bulk of the material covering the years 1970-1985. The records include documents related to specifications, chronological letter-files, operating instructions, test results, et al. This pioneering project resulted in the successful automation of many sawmill machine centers, using primitive, 'break-out' computers and scanners.

The size of the collection is approximately 4 bankers boxes and potentially needs heavy weeding and arrangement. The Project Archivist will work collaboratively with Eric Denton and in consultation with the Pacific Northwest Curator from UW Special Collections.

The successful candidate will have experience processing archival collections and possess the ability to work independently and collaboratively, creatively, and effectively as a part of a team; interact effectively with team members; and communicate effectively (written and oral). The ability to perform physical activities associated with descending and ascending about eighty steps to the Denton house.