



Atlantis Community, Inc.

## Position Posting

### **Job Title** **TEMP HISTORY PRESERVATIONIST**

FSLA Status – Hourly, Non-Exempt  
\$12 Hourly, Temporary Position until June 30<sup>th</sup>

### **Summary**

Atlantis Community, Inc. has been the Center for Independent Living in the Denver Metropolitan area for over 40 years. We support the right of people with disabilities to take control over their own lives with full and informed consent by providing advocacy, education, transition services, information and referral, and peer support.

This temporary position will focus on the preservation of the newspaper articles and other artifacts located in our office. There is over 40 years of history on the walls that need to be preserved and archived. We will provide training on the use of Past Perfect software and other archival methods. This is a great opportunity to gain experience archiving historical documents and learn about the history of people with disabilities.

### **Essential Duties and Responsibilities**

- Scan newspaper articles and other documents into Past Perfect software
- Use a computer, scanner, and external hard drive to upload historical documents
- Photograph items that cannot be scanned
- Help research dates and sources for some of the historical items
- Store articles in acid-free folders after documentation and label folders by year
- Store folders in boxes by year
- Use care when handling documents and articles as many are original
- Work with our museum consultants on using proper archival techniques

### **Qualifications**

- Ability to communicate and relate to persons of diverse backgrounds and abilities
- Ability to problem solve with creative and individualized approaches
- Ability to take initiative and work with minimal supervision
- Knowledge of and experience with basic computer skills
- Excellent organizational skills and time management
- Ability to prioritize and plan effectively

### **Education and/or Experience**

- Related work experience
- Personal experience with the disability community preferred



Atlantis Community, Inc.

## **Physical Demands**

- Standing or sitting for long periods of time
- Bending
- Reaching

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. People with disabilities may request reasonable accommodations to perform the essential functions.

## **To Apply**

Submit a resume and cover letter to [candie@atlantiscommunity.org](mailto:candie@atlantiscommunity.org) by Friday May 7, 2017. People with disabilities are encouraged to apply. Please include the position title in the subject line.