Museum Library Photoshop Volunteer

Position Summary
The museum is looking for a volunteer who is familiar with Photoshop or Photoshop Elements. The museum has started a digitization project where our collection of railroad photos and slides are going to be digitized and uploaded online. You do not need to have any knowledge about railroads and trains. We are looking for someone who has an interest in learning more about the railroad history and/or using their Photoshop skills to help us with this project.

Responsibilities:
- Crop, correct exposure and color and clean up existing digitized photos (many images are over or under exposed and dirty)
- Run scanner to capture more images
- Upload images to Past Perfect

Skills:
- Familiarity with photoshop or photoshop elements
- Highly organized and able to follow established standards and procedures
- Previous experience with computer programs (Photoshop Elements, Word, Google Drive, and Excel)
- Experience with Past Perfect a plus
- Ability to work well and communicate with others
- Ability to work on own, and self-motivate

Physical Requirements:
- The library is accessed via a staircase. Ability to physically walk and climb stairs. Ability to bend, squat and lift up to 15-20 pounds.

Time Commitment:
- Variable. Museum and Library is open Tuesday – Sunday, 11 am – 4 pm. Volunteer can work half or full days when museum is open.

Note: This position does not run model trains