

## **Natural Heritage Trust Employment Announcement**

Title:	Digitization Specialist
Agency:	Natural Heritage Trust
Agency Assignment:	NYS Office of Parks, Recreation and Historic Preservation
Location:	Peebles Island State Park, Collections Care Center
Compensation:	\$63,000 and benefits package
Work Schedule:	Full-time, 37.5 hrs./week; Monday - Friday

### **Organizational Backgrounds**

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The Natural Heritage Trust (NHT) is a New York State public benefit corporation. Established in 1968, the NHT's mission is to receive and administer gifts, grants and other funds to further public programs for parks, conservation and historic preservation purposes of the State of New York. The NHT is governed by a four-member Board of Directors comprised of the Commissioner of the Office of Parks, Recreation and Historic Preservation, the Chair of the State Council of Parks, the Commissioner of the Department of Environmental Conservation, and the Secretary of State.

The Office of Parks, Recreation and Historic Preservation (OPRHP) is a state agency within the New York State Executive Branch that is responsible for the care and management over 215 Parks and Historic Sites. Collectively, these public facilities provide both residents and visitors access to natural, historic and scenic resources with opportunities for outdoor recreation and places to learn about New York's rich cultural heritage.

NYS Bureau of Historic Sites (BHS) provides technical support to New York's state-owned parks and historic sites.

The selected candidate for this position will be an employee of the NHT with work conducted under the supervision of OPRHP Bureau of Historic Sites, Division for Historic Preservation.

### **Description of Duties**

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The Digitization Specialist implements the cataloging, photography, and assessment/preparation of housing for approximately 1300 artworks created by Frederic Edwin Church within the Olana State Historic Site's collection.. The successful candidate, working under the BHS Museum Registrar, will oversee file management, metadata creation, and integration of digital image files into agency database (TMS Collections) records. The goal of this project is to ensure the catalog records for these objects and related constituents are thorough, consistently documented, all while being in-line with Division standards throughout the collections database.

#### **Specific Duties:**

- Develop timeline and workflow to accomplish completion of 1300+ object documentation, photography, and associated records;
- Photograph collections objects, oversee the file management, metadata creation, and integration of digital image files into collections database and file room;
- Catalog, research, and complete collections records (digitally and hard copy) in-line with museum and agency standards;
- Assess and prepare archival and secure housing for collections objects as appropriate, coordinating with conservation staff as needed;

- Coordinate with other staff members as appropriate.

## Qualifications

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### Required:

- Bachelor's degree in art history, history, photography, museum studies, library/information sciences, or other related field and 2 years related experience;
- Demonstrated familiarity with historic object handling as well as documentation standards and digital asset management standards;
- Proficiency with collections management software, TMS Collections preferred;
- Ability to work independently on concurrent projects;
- Excellent interpersonal, organizational, writing, proofreading, and analytical skills, with close attention to detail;
- Ability to work at a computer for long periods of time;
- Experience in using common software applications (e.g.; Word, Access, Excel, Web browsers).

### Preferred:

- Proficiency with TMS Collections database

## Additional Comments

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NHT is committed to building and encouraging an inclusive workplace that strives for respect and promotes and values diversity. We believe that organizations that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective, or any other trait that makes an individual unique, are proven to be better organizations. Please consider joining the team as we work together to build a welcoming workplace where employees recognize their unique characteristics, skills, and experiences are respected, valued, and celebrated.

To support our employees, NHT provides a generous benefits package similar to what is offered to New York State employees. Our total compensation package includes, but is not limited to, leave benefits (14 paid holidays as well as paid vacation, sick, and personal leave); a comprehensive health insurance program including medical, prescription drug, dental, and vision plans; and membership in the NYS Employees Retirement System. Additionally, employees may be eligible for partial remote work schedules.

## How to Apply

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Applicants must submit resume, cover letter, and references via email: [Andrea.CerbieMarvinney@parks.ny.gov](mailto:Andrea.CerbieMarvinney@parks.ny.gov)

Deadline: COB April 30, 2025

Contact: Andrea Cerbie Marvinney, Museum Registrar  
NYS Office of Parks, Recreation and Historic Preservation  
[Andrea.CerbieMarvinney@parks.ny.gov](mailto:Andrea.CerbieMarvinney@parks.ny.gov)

*It is the policy of the State of New York and NHT to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age,*

*race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service, member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception. The NHT is an equal opportunity/affirmative action employer.*