



## **Archives Project Contractor (Temporary Project-Based)**

### **Project Overview**

The Jackson Hole History Museum seeks an independent contractor to support a collections cataloging project from June – October 2026. This project focuses on accessioning, cataloging and housing a backlog of donated archival materials, including photographs, documents, books, and other small objects.

Over the past several years, the Museum accumulated a backlog of materials while completing its new museum campus. This project will address that backlog by organizing and entering materials into the Museum’s collections database, improving long-term preservation and public access.

The contractor will work in coordination with the Collections & Research Manager to understand project goals, standards, and procedures, and will then complete assigned work independently.

### **Scope of Work**

The contractor will be responsible for completing the following project tasks:

- Accession and catalog donated materials into the Museum’s collections database following provided guidelines.
- Photograph, measure, and scan material as needed to ensure complete records in database.
- Handle, sort, and organize physical materials, including moving and lifting boxes as needed.
- Maintain clear and legible written and digital records
- Track and document materials processed, including books, photographs, archival materials, and objects
- Communicate regularly, including updates and questions, via email with the Collections & Research Manager.
- Provide monthly progress summaries outlining work completed and materials processed. Be able and ready to share written and verbal project updates throughout the duration of the project.

### **Project Timeline and Deliverables**

- An initial onboarding and training session will be provided in late May or early June to review project scope, museum collections handling procedures, and database use.
- Project period: June – October 2026
- Total Project hours: 100 hours
- Work to be completed primarily on-site during regular museum access hours, Tuesday through Saturday, 9:00 AM to 5:00 PM
- Contractor will determine their own schedule within this timeframe



### **Communication and Coordination**

This is an independent contractor role. The contractor is responsible for managing their schedule and workflow to meet project goals.

The Collections & Research Manager will be available for guidance, questions, and review of progress. Communication will take place as needed via email and Slack, with scheduled check-ins to support project completion.

### **Qualifications**

- Strong attention to detail and organizational skills
- Proficiency with computers and database software, including strong typing and data entry skills
- Clear and legible handwriting
- Ability to follow detailed procedures and established workflows, including accessioning and cataloging processes
- Comfort with repetitive and detail-oriented data work
- Ability to manage time and complete tasks independently
- Ability to read cursive and varied handwriting in archival materials
- Comfort with physical work, including lifting and moving materials
- Strong written communication skills
- Interest or background in archives, history, or museum work preferred

### **Compensation and Terms**

- Independent contractor position
- Compensation at \$20 per hour, based on project work completed
- Contractor is responsible for submitting monthly invoices including dates worked, hours completed, tasks performed, rate, and total amount due
- The contractor will enter into a written agreement outlining project scope and expectations, including confidentiality requirements. Collection materials and related information may not be shared publicly, including on social media, without prior written approval.

### **Project Outcome**

The successful completion of this project will result in the accessioning and organization of a significant portion of the Museum's backlog, improving preservation and access to historical materials for researchers, educators, and the public.

### **Call for Applications**

Please submit a resume and one-page cover letter describing your interest and relevant experience to Executive Director, Morgan Jaouen [morgan@jacksonholehistory.org](mailto:morgan@jacksonholehistory.org) by May 11.