

Guidelines to Help Craft a Successful Job Post

If the job is a project that works directly with collection materials then please include:

- Estimated extent of the collection: number of boxes or items, or measurement of linear or cubic feet
- Types of materials found in the collection
- Does the work include an assessment, report, processing and/or digitization?
 - If an assessment, indicate what elements are to be included: preservation, facility, collection management or plan, etc.
 - If processing, indicate what level of processing will be required (Not sure? See these examples: <https://www.aaa.si.edu/documentation/processing-guidelines-chapter-2-processing-levels-at-the-archives-of-american-art>)
 - If digitizing, indicate how many items are to be digitized
- A description of the workspace conditions: climate controlled, restricted access, designated space for collection work, repetitive motion, stationary work, environmental aspects, etc.
- What setup, supplies, and equipment will be provided
- What technology will be used, including (as appropriate):
 - Computer or laptop
 - Operating system
 - Digitization hardware and software
 - Cataloging software
 - Cloud or Digital Asset Management system

For examples of successful job announcements, please see NWA's [News & Announcements](#) to view previously published Job Alerts.