Contract Archives Assistant

Project: Digitizing & Cataloging Historical Records – Front Royal United Methodist Church
Contract Term: Now through **June 2026**
Funding: Supported by a grant awarded to the Warren Heritage Society
Location: Front Royal, VA (on-site work required)

Position Overview

The Warren Heritage Society is seeking a highly motivated **Contract Archives Assistant** to support the digitization and cataloging of historical records from the **Front Royal United Methodist Church**. This grant-funded project will preserve decades of irreplaceable community history and make these materials more accessible to researchers, families, and future generations.

The ideal candidate is a **self-starter** with strong organizational skills, attention to detail, and an interest in archives, local history, or museum studies. This individual will work independently to gather, scan, organize, research, and catalog materials while maintaining excellent communication with church staff, committee members, and long-time congregants.

Key Responsibilities

- Digitize historical documents, photographs, and records following established archival standards.
- Catalog materials thoroughly and accurately using the Warren Heritage Society's archival database (CatalogIT).
- Communicate with church elders, staff, committees, and record holders to locate and obtain materials needed for digitization.
- Conduct research on individuals, events, or subjects referenced in the materials to ensure accurate and complete catalog entries.
- Organize collected information and metadata logically and consistently.
- Transport materials securely between designated workspaces as needed.
- Maintain confidentiality of sensitive documents.
- Complete all contract deliverables **on or before June 30, 2026**.

Qualifications

- Demonstrated ability to work independently and manage long-term projects with minimal supervision.
- Strong research and analytical skills.
- Excellent interpersonal and communication abilities; comfortable reaching out to community members and church leadership.
- Detail-oriented with experience handling historical documents (preferred but not required).

- Reliable **transportation** for travel between WHS and the Front Royal United Methodist Church.
- Familiarity with digitization, scanning equipment, or archival databases (training can be provided).
- Passion for history, archives, and preserving community heritage.

Contract Details

- Independent contractor position (not eligible for WHS employee benefits).
- Flexible schedule, with regular communication and progress updates required.
- Compensation funded through the awarded grant; pay rate to be discussed based on experience.
- All work must be completed by end of **June 2026**.

How to Apply

Please send a brief letter of interest, résumé, and two references to:

Elizabeth Rishel
Warren Heritage Society
101 Chester Street
Front Royal, VA 22630
Email: **LRishel@WarrenHeritageSociety.org**