



PROJECT ROW HOUSES

PROJECT ROW HOUSES (PRH)

POSITION: Digital Technician

STATUS: Full-time Exempt; Grant Funded for One Year (Sept 2025 – Aug 2026)

START DATE: September 1, 2025

Project Row Houses is seeking a **Digital Technician** to join our team. Reporting to the Processing Archivist, this person will play a critical role in the processing and digitization of the PRH Archives.

Project Row Houses is a community platform that enriches lives through art with an emphasis on cultural identity and its impact on the urban landscape. We engage neighbors, artists, and enterprises in collective creative action to help materialize sustainable opportunities in marginalized communities. Project Row Houses occupies a significant footprint in Houston's Historic Third Ward, one of the city's oldest African-American neighborhoods. The site encompasses five city blocks and houses 39 structures that serve as home base to a variety of community enriching initiatives, art programs, and neighborhood development activities.

HOW TO APPLY: For confidential consideration, please submit your resume and cover letter to hr@projectrowhouses.org. No phone calls please. Applicants whose candidacy is being considered will be contacted. We are looking to fill this position as soon as possible and candidates will be considered on a rolling basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create basic metadata from scratch or repurpose existing metadata for physical & digital images produced from the scanning of original archival records, including assigning subject headings and keywords, creating basic technical and structural metadata, performing basic authority work, searching databases and compiling and/or verifying existing descriptive information, resolving basic indexing problems, undertaking any special indexing/metadata projects/requirements, and conducting quality control over the projects.
- Contribute to quality control of metadata.
- Reports statistics on metadata and any other information pertinent for reporting purposes.

Other duties that may arise from time to time in support of the mission.

KNOWLEDGE, SKILLS, AND ABILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items listed below are representative of the knowledge, skills, and/or abilities required.

- Ability to work well in a collaborative, team-based environment.
- Strong written, verbal, and interpersonal communication skills.
- Excellent organizational skills including accuracy and a strong attention to detail.
- Knowledge of foundational and metadata principles.
- Passion for the mission, vision, and values of Project Row Houses.

EDUCATION/EXPERIENCE:

Minimum qualifications:

- Two or more years of professional experience in archives and digitization. Experience with digitization projects a plus.
- At least 1-2 years of experience in metadata creation for archival materials.
- Experience in metadata creation for photographic & manuscript materials or related experience.
- Experience with metadata schemas: Dublin Core, MODS, and VRA Core.
- Experience working with digital assets, digital technologies and metadata standards.

Preferred qualifications:

- Experience in a non-profit setting.

WORKING CONDITIONS: (PHYSICAL DEMANDS, TRAVEL, HOURS, AND ENVIRONMENT)

- This is a full-time exempt position with benefits; the position is grant funded for one year with possible extension depending on funding.
- Characterized as primarily sedentary work requiring exertion up to 10 pounds of force to lift, carry, push or otherwise move objects.
- Some duties will be performed in a traditional office environment; duties may also be conducted in a variety of nontraditional community settings.
- The position is not likely to require travel outside the greater Houston area.

- PRH is currently operating on a hybrid schedule; this position is expected to be in the office at least three days per week. This is subject to change based on the needs of the organization and/or department.
- Some evenings and weekends may be required.

ORGANIZATIONAL RELATIONSHIPS

Department: Public Art

Reports to: Processing Archivist

Supervises (if any): N/A

Project Row Houses (PRH) is an equal opportunity employer in all positions, programs and services without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Job Description Version Dated: July 11, 2025