

## **The Most Worshipful Prince Hall Grand Lodge of Maryland Archivist**

Prince Hall is recognized as the father of Black masonry in the United States. It was through his efforts and those of 14 other free Black men in Boston, MA, on March 6, 1775, that made it possible for Black men to receive the rites, lights and benefits of Ancient Craft Masonry. For nearly two hundred years, the most honorable art of Freemasonry has been practiced by African-American men in the state of Maryland. In 1960, under the leadership of Grand Master Samuel T. Daniels, 33<sup>o</sup>, the M.W. Prince Hall Grand Lodge, F. & A. M. purchased its present location at 1301-1307 Eutaw Street, Baltimore, Maryland 21217. The synagogue formerly belonged to the Temple Oheb Shalom and was originally built in 1892.

### **Goal**

The goal of this project is to make this collection more accessible to the general public through the Prince Hall Grand Lodge partnership with the Maryland State Archives.

### **Objectives**

- Assist with the processing of records
- Assist with preparing photographs to be Digitized and Archived
- Assist with the online access by creating a collection on Digital Maryland Online
- Finalizing the Cataloging of records for permanent entry in to MSA Special Collections database

### **Duties**

- Ensure that the collection is in proper storage containers and is labeled correctly
- Prepare inventory to be added to the Maryland State Archives database by ensuring folders and media are identified properly
- Review description of material for accuracy and make recommendation about use
- Maintaining Metadata to added to digital scans
- Assisting with planning community archiving strategy/event(s)
- Assisting with digitization and ingest of community selected files into a digital repository

### **Requirements**

- Access to a personal computer/laptop with internet access
- Webcam and microphone capabilities for communication with Archives staff
- Word processing and spreadsheet capability (Google Docs and Google Sheets are preferred for this project)
- Familiarity or experience with library cataloging standards and/or archival processing standards
- Strong writing and research skills
- Strong attention to detail

- Ability to work independently
- Working knowledge of spreadsheets (Google Sheets or Excel), database systems, word processing and basic html

### **Schedule/Hours requirement**

- Total Hours: TBD (These hours are a combination of onsite and telework)
- Onsite locations:
  - TBD

### **Contact Information**

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