

Women's Civic League Archivist

Background

The **Women's Civic League** is an organization founded in 1911 in [Baltimore](#), Maryland to promote the welfare of the citizens of [Maryland](#), generally, and Baltimore, specifically.^[1] Throughout the course of the twentieth century, the League has been involved in grassroots projects that encourage the citizens of Baltimore to organize to rejuvenate their city from the neighborhoods up to the government as well as from the government down. This group spread awareness about issues within the city and encouraged attendance at committee fundraisers through the publication of pamphlets, flyers, and, especially, through updates in the Baltimore [Afro-American](#) newspaper.

One of the most recognized events that the Women's Civic League is known for in Baltimore is the annual Flower Mart held in Mt. Vernon Place in the city's cultural and historical district. The Flower Mart was first held the same year that the League was formed, but it took place before the official founding. Originally, the Home and Garden Committee was responsible for holding the event, which provided fund-raising as well as cultural value. The Flower Mart became under the control of the League in 1912 when the Home and Garden Committee joined with the newly formed Women's Civic League. This event has been held yearly since its founding with the exception of two years during¹ It remains today a May tradition in Baltimore, but has expanded to include booths from various committees and organizations around the city.

Goal

The goal of this project is to inventory, archive and make this collection more accessible to the general public through the Women's Civic League collaboration with the Maryland State Archives Special Collections Department, the Maryland State Library Resources Center/Enoch Pratt Free Library Digital Maryland.

Objectives

- Assist with the processing of records
- Assist with creation of Inventory
- 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 the Women's Civic League for permanent entry in to MSA Special Collections database

Duties

- Review of digitized images/files for accuracy and make recommendation about use

- Maintaining Metadata to added to images
- Prepare photo inventory to be added to the Maryland State Archives database by ensuring folders and media are identified properly
- Delivery of selected images to Digital Maryland Online (<https://collections.digitalmaryland.org>) at the direction of the Women’s Civic League
- Ensure that the collection is in proper storage containers and is labeled correctly
- Assist with the design of website functionality

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
- Onsite locations:
 - TBD

Contact Information

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