

Venice Beach Community Archivist

Background

Venice Beach was carved out of the vast Duvall plantation of the early 1800s that stretched from the Chesapeake Bay to South River--over 300 acres. In 1850 William and Charity Brashears purchased 48 acres of land from a Duvall descendant named Enoch. The Brashears' property was bordered by the Chesapeake Bay on the east and Black Walnut Creek and Oyster Creek on the north and south, respectively. The Brashears family farmed corn and tobacco on their plot of land until the early 1890s. The descendants of William and Charity Brashears eventually sold 28 2/3 acres of their farm to Charles and Laura Douglass in 1893, which became Highland Beach, and 13 1/3 acres to Osborn T. Taylor in 1922, which became Venice Beach. Collectively known over time as "the beach," they would become premier summer destinations for African Americans in the mid-Atlantic region for many decades

The first lot in Venice Beach was purchased by Mr. Perry Howard in 1922 and the first house constructed was the Ridgely family cottage in the same year. The Venice Beach Citizens Association was established as the governing body for the community in 1937, and its first president was Dr. John T. Leak, a prominent Washington, D.C. dentist. Over time, the shallow wells, outhouses, and sandy roads of the early years have disappeared and instead Venice Beach has become a modern residential community in step with the ebb and flow of the 21st century.

Goal

The goal of this project is to make this collection more accessible to the general public through the community of Venice Beach's partnership with the Maryland State Archives.

Objectives

- Assist with the processing of new donated records
- Assist with preparing photographs to be Digitized and Archived
- 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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