SURVEY ARCATA

Volunteer Photo Documentarian

General Work Objectives: Volunteers will participate in a survey of historical resources in the City of Arcata. Volunteers may assist in the research and documentation of individual properties or neighborhoods, cultural landscapes, structures and sites through photography. Depending upon experience, volunteers may be assigned to document individual properties, streetscapes and landscapes, re-photograph contemporary resources based on historic images in order to create a comprehensive visual record of the City of Arcata.

Specific Objectives: Provide accurate and complete data in support of local planning efforts, and to aid in the documentation, preservation and interpretation of local historical resources.

Specific Duties & Tasks: The Historical Resources Survey will be conducted under a standard set of procedures, with properties documented on forms and data entered into the planning database, including digital photographs. The Photo Documentarian will assist in the creation of a visual reference for each property in the survey. This may include:

- Digitally documenting the buildings, structures, objects, and landscapes within a specified survey study area. Properties will be documented in accordance with standards established by the National Register for Historic Places and as adopted by the California State Office of Historic Preservation.
- Re-photography of these properties, based on images found in historical resources studies, institutional or personal archives, as assigned to document significant changes in use or appearance.
- Logging and entering digital images onto the Survey, Historic Property database on the Project workstation computer.
- Additional photo documentation as required to complete or update the digital or analog files on properties listed as Local Landmarks, the California Register of Historical Resources, and the National Register of Historic Places or as National Historic Landmarks, or upon request by the Community Development Department.

Work Schedule: Work schedule to be arranged during regular office hours, Monday through Friday 8-5 pm. Evenings or weekends TBA as required for training or field assignments.

Work Location: Community Development Department, Annex and sites in City of Arcata as assigned.

Qualifications: Attention to detail and the ability to follow detailed instructions are required. Field work may require extensive walking. Volunteers must complete an orientation to historical resources and a short tutorial on photographing historical resources and submit a sample of current work before receiving a project assignment. Volunteers shall provide their own photographic equipment. Anyone driving their own vehicle for assignments must have a valid driver's license, clean driving record and provide proof of insurance.