

**WANTED: DATABASE ENTRY SPECIALIST**

Hosanna School Museum  
2201 Castleton Road, Darlington, MD 21034  
HosannaSchoolMuseum.org  
[admin@hosannaschoolmuseum.org](mailto:admin@hosannaschoolmuseum.org) | 410-457-4161

SEEKING: Two (2) Database Entry Specialists for Hosanna School Museum Freedmen's Bureau Schools Research Grant Project

Job Title: Database Entry Specialist

Rate: \$25/hour, 15 hours a week, for an estimated 24 weeks. Meeting certain quotas may be expected.

Working Conditions: All work, including onboarding and supplemental training, will be conducted remotely.

Required Qualifications:

- Education: Current undergraduate student or higher. Ideally this candidate will have training or at least two years' experience in the Library and Information Science or Computer Science fields.
- Knowledge, Skills, Abilities: The candidate must demonstrate they can correctly upload, keyword tag, and save relevant records in an efficient manner.

Preferred Qualifications:

- Education: Current Graduate Student or higher, preferably in Library and Information Sciences or Computer Sciences
- Experience: Prior experience with OCR software, such as NEAT, content management software or database creation software, such as Omeka, is strongly preferred.
- Knowledge: Specific knowledge of metadata standards, such as Dublin Core, and of Database construction and architecture is preferred.

Application Details:

Interested candidates should send application packages, including a cover letter and resume, to: [admin@hosannaschoolmuseum.org](mailto:admin@hosannaschoolmuseum.org) with "Freedmen's Bureau Researcher" or "Freedmen's Bureau Database" in the subject line. **THE DEADLINE FOR APPLICATIONS IS MONDAY, MARCH 26, 2023.**

About the Hosanna School Museum: The Hosanna School, also known as the Berkley School, was the first of the four Freedmen's Bureau schoolhouses in Harford County, Maryland. The property was built on land formerly owned by a free African American named Cupid Paca, who bought 50 acres in 1822. The Freedmen's Bureau assisted with partial funding for the construction of a two-story wood-frame building to serve as a schoolhouse. In 1879, the Harford County School Commissioners assumed operation of the Hosanna School. The Hosanna Community House Inc., formed in 1948, runs the museum and works to bring visitors from all over the country to visit the living schoolhouse museum and encourages locals to use it as a community center.