

Job archive
From Melanie Vandenhelsken
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To reply to this offer, send a short CV and a letter highlighting your relevant skills, experiences, and motivation.

Deadline: 30 March 2020

Job description

The main task is to prepare digital documents brought from Nepal and Sikkim for archiving at the Himalayan Archive Vienna (HAV). Concretely, there will already be a list of all documents ordered chronologically, and this list will have to be reorganized content-wise. The work will include framing the categories for organization of this material in coordination with the project leader (M. Vandenhelsken), and distribute each record in the relevant category. The work will also include adding metadata for each record, and for this, minimum technical skills are required (see 'profile').

Profile

At the minimum, a bachelor in anthropology.

Technical skills: scanning, basic knowledge of excel, cutting audio and video files (with VLC or imovie for example).

Another part of the work is to enter GPS coordinates, which are currently on google-earth compatible format. It is not a problem if the person does not know how to do this as CIRDIS's staff will provide technical support.

Language: at least English. Documents are in English and Nepali, but persons at CIRDIS speak Nepali, and will help if necessary.

Working time and salary

The basis is 12,5€ per hour, and the working time can be organized between 20 hours a week minimum (4 months contract in this case), to 40 hours/week (2 months contract). The daily working time is adjustable, but there should be at least a couple of hours per days in which the person's working time overlaps with the project leader's one, which is 8 a.m. to 4 p.m. The working time can also change depending on the day of the week. The work has, however, in any case to be done at the office. Working at home or in another place is not possible.

The type of contract will be a working contract (Werkvertrag).

The work should preferably take place between the 15th April and July 2020.

Working place: CIRDIS office (next to the Institut für Kunstgeschichte), University of Vienna, Campus
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