Team Member Roles and Responsibilities

- Maine Memory Network Project Tasks

- General Oversight

- Historical Collections & Digitization

- Writing (for Exhibits & Websites) *-If applicable*

- Exhibit & Website Construction *-If applicable*

- Community Engagement/ Events *-If applicable*

Team Member Roles and Responsibilities

Participating in Maine Memory Network (MMN) projects allows for a wide variety of roles within your organization or team. Determining how to distribute the work should be based on a thorough understanding of the tasks ahead, as well as the strengths, skills, experience, and interest of your group members.

MAINE MEMORY NETWORK PROJECT TASKS

Whether your organization or team is doing basic digitization on Maine Memory, or adding to that by creating an online exhibit, or going several steps further to build an entire website, there is plenty of work to go around. The following list details the various roles that team members will need to take on to complete projects successfully.

Some roles and tasks may overlap; one person may take on more than one role. In other cases, roles will be shared by several people. Remember to select individuals to accomplish the required tasks who best fit the bill in terms of both skill *and* interest. **Students** can most easily take part in tasks marked with an asterisk; some tasks will require more oversight than others.

Tip: Use the companion tool **Roles and Responsibilities Worksheet** *as a brainstorming exercise early on in your team-planning to determine who in your group will take on what role.*

GENERAL OVERSIGHT

- **Leadership/Team Coordination:** Who is best suited to head your group? This person will need to take the lead on project planning, organizing, scheduling, facilitation, reporting to MHS, and taking meeting minutes (unless you assign that to someone else or the group takes turns). *Qualities:* Good oral and written communication skills, efficient, organized, easy-going, sense of humor, good at motivating people, not afraid to keep the group on task.

- **Budget Management:** While the project coordinator may also take on the role of budget manager, you might consider separating the roles. Tracking expenses can be a big job, especially

if there are a lot of them. This task will involve accounting, reporting to the team and MHS, organizing invoices/receipts, and making sure expenses don't exceed the budget. Some teams may also consider putting the budget manager in charge of all purchases. ***Qualities:*** Good math skills, efficient, analytical, organized.

- **Technical Coordinator:** Every Maine Memory project team needs a good tech person! There isn't an MMN activity that doesn't involve technology at some step in the process and being able to turn to someone in your organization or on your team who is savvy with the equipment will put your mind at ease. Tasks may include purchasing, setting up, transporting, and trouble-shooting equipment; training; exhibit and/or website construction (if applicable); website administration (if applicable). ***Qualities:*** Technological know-how, ability to multitask, patience, flexibility, adaptability, willingness to shift gears quickly, ability to teach variety of age groups.

HISTORICAL COLLECTIONS & DIGITIZATION

- **Collections Coordinator:** This person or persons will have oversight over all the historical materials your team members will be handling during the project. He or she will be accessing, handling, and transporting collection items; showing others how to handle them; and explaining their provenance and historical context. This role may also include organizing collections and/or some preservation work. ***Qualities:*** Knowledge of how to handle historic items/basic preservation techniques, patience, meticulousness, knowledge of local history, good organization skills.

- **Selection of Items*:** This task can and should be done by multiple people in the group. It includes basic research, analyzing the collections involved, and matching the items to the subject matter the group has decided to focus on. ***Qualities:*** Knowledge of primary sources, attention to detail, good organization skills.

- **Scanning/Digital Photography*:** Beginning teams often take up to an hour or more scanning, uploading, and cataloging a single item for Maine Memory, so there is plenty of work to go around between these last three digitization tasks. Assuming the selection process has

already taken place, scanning itself includes handling documents (with white gloves on!), capturing the actual image (on the scanning bed or with the camera), and uploading the image to Maine Memory. ***Qualities:*** Meticulousness, patience, comfort with technology and/or eagerness to learn, ability to follow step-by-step directions, attention to detail.

- **Uploading*:** Uploading refers to transferring the digital file—the scan or the digital photograph—to Maine Memory and creating an MMN record that can then be cataloged online. This often will be done at the same time as scanning, or it can be separated out and done in batches. It simply requires following the instructions on the MMN website related to accessing your scans or digital photographs and creating cataloging records for them in the MMN database. ***Qualities:*** Same as Scanning.

- **Cataloging*:** While more than one person can and probably should work on cataloging— filling in the various fields for the online record that corresponds to each uploaded item—it's wise to have one person in the group (an adult) take charge of the process. Teachers should oversee student work and submit cataloging worksheets to the group before any information is entered online. Cataloging involves research, fact-checking, writing titles and short descriptions, entering dates, identifying keywords, and completing an online form. ***Qualities:*** Highly detail-oriented, interested in investigating, good writing and organizational skills.

WRITING (FOR EXHIBITS AND WEBSITES) – *if applicable*

- **Research*:** While research is necessary to catalogue items for basic digitization, considerably more will need to be done—and probably from a wider variety of sources—for the essays in online exhibits and community websites. Chances are, more than one person in the group will participate in the research process. If students are involved in an online exhibit project, they almost certainly will undertake some research. Research involves analyzing collections and other primary sources, consulting secondary sources (books, newspapers, and other documents; the internet; historians and other experts); possibly conducting oral history interviews, fact-checking. ***Qualities:*** Attention to detail, meticulousness, good oral and written communication skills, good note-taking skills, strong organization skills.

- **The Writing Process*:** The essays that form the basis of online exhibits and the other kinds of text that appears on the community websites go through a variety of processes before they get to final form. Whether the writers are adults or students, they should be prepared to draft, write, and revise to get the material in tip-top shape for public consumption. The writing process includes brainstorming, outlining, drafting, presenting the work to the group for feedback, revising, and proofreading. It may also include storyboarding. *Qualities:* Strong writing skills, attention to detail, willingness to take criticism.

EXHIBIT & WEBSITE CONSTRUCTION – *if applicable*

- **Building Online Exhibits/Web Pages*:** This task involves not only working with the various Maine Memory exhibit and website-building tools (the Album tool, ExhibitBuilder, SiteBuilder, the Gallery function) to weave together images and text online, but also often the prior step of storyboarding, which happens offline. The people who end up building exhibits and websites are not always the people who have created the content, so they may be in the position of chasing down missing components. *Qualities:* Comfort with technology, design sense, efficiency, willingness to take instruction from the team, leadership/willingness to follow-up if components are missing.

- **Website Administration:** For teams creating websites, each site will need at least one Site Administrator (SA). Often this is the primary builder of the site, but the SA can also be a pair of people. He/she or they are responsible for initial and ongoing page/site construction, making decisions about layout (often the team will hand over this role to the SAs), synthesizing components created by multiple individuals, writing/soliciting additional copy, trouble-shooting, and reporting back to the group. *Qualities:* Leadership, comfort and experience with technology, ability to multitask, willingness to both take instruction and dole it out, strong sense of design and layout and ideally some familiarity with basic website construction, willingness to continue as SA after the formal project ends.

COMMUNITY ENGAGEMENT/EVENTS – *if applicable*

- **Publicity*:** From the start of the project, no matter its size and scope, a goal of your team should be letting those in your community (and beyond) know about it. This means engaging members of the public as well as the media throughout the life of the project as well as when it draws to a close, and even after it's complete. Depending on the nature of your project, your publicity person/team may write newsletter articles, press releases and calendar notices; post information on websites and via social networking sites (Facebook, Twitter, blogs, etc.); contact newspapers and reporters; design/print posters or flyers; and send invitations. Students can be great publicity ambassadors—not just within their schools but throughout the community. *Qualities:* Strong oral and written communication skills, highly efficient, deadline-driven, awareness of media outlets, comfort with social media, basic computer design skills.

- **Event Planning*:** Teams participating in the Maine Community Heritage Project will host two community events, but other organizations and groups participating in Maine Memory may find reason to host a public event. Tasks include securing a venue, arranging the set-up and logistics, arranging for refreshments, creating an invitation list, outlining the event agenda, and making sure the event itself runs smoothly. It may also include speaking at the event. It's great to involve students in this part of your project, but it's probably best to put an adult in charge of event planning. *Qualities:* Topnotch organization skills, multi-tasking, highly efficient, good people skills, design/decoration skills, public speaking skills.

MORE INFORMATION

Visit the Share YOUR Local History section of the Maine Memory Network website, www.MaineMemory.net.