

Archivist I

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The Donald C. & Elizabeth M. Dickinson Research Center (DRC) houses the Museum's archival collections and research library. The Archivist I will provide reference and research services to users, complete rights and reproductions requests, digitize analog collection materials, and assist the Archivist II with processing and describing newly acquired archival collections. The Archivist I will also assist in producing archives-driven outreach such as public programming and social media content.

**ESSENTIAL FUNCTIONS:**

Collections:

- Provides reference and research services as well as rights and reproduction services to administrative and curatorial staff, the public, and scholars through email, standard mail, telephone, and in-person interactions.
- Digitizes analog collection materials to best practices; store and describe digital content in the collection management system.
- Assists the Archivist II in processing and describing archival collections to current best practices including entering accession and resource record information into ArchivesSpace following DACS guidelines.
- Assists with oral history and moving image acquisition by serving as an interviewer, preparation researcher, videographer, and/or postproduction editor.

Educational & Outreach Initiatives:

- Engages with administrative staff to write and publish blog posts and other social media content using materials from the DRC

Planning and Administrative

- Helps manage volunteers and interns.
- Writes and contribute to department grant proposals including the annual funding grant.
- Maintains the security of the collections and department.

**MINIMUM QUALIFICATIONS:**

- Master of Library and Information Science with an emphasis in archives or records management from an ALA accredited university with 1 year of demonstrated experience in archives or special collections; OR Bachelors in a related field with 3+ years of demonstrated experience in archives or special collections.
- Familiarity and experience with digitization and scanning of archival materials.
- Provides high-level customer service both in person and digitally.
- Ability to prioritize daily tasks and projects to maximize efficiency.
- Self-motivated and able to work with minimal supervision.
- Excellent written and verbal communication skills including public speaking.
- Strong attention to detail and accuracy.
- Critical thinking and problem-solving skills.
- Ability to work well with others and maintain professional manner using tact, initiative, good judgment, and confidentiality.
- Deadline driven and able to prioritize competing tasks while maintaining efficiency.
- Ability to lift 40lbs boxes, bend, squat, climb ladders, and kneel.
- Ability to see color and have visual acuity.

**PREFERRED QUALIFICATIONS:**

- Knowledge of Adobe Suite products
- Familiarity with content management systems

- Experience using ArchivesSpace.
- Training and demonstrated ability to perform reparative description and other archives-related diversity initiatives.
- Active in professional organizations

Reports to: Director of the Dickinson Research Center and Curator of Archives

Department: Curatorial/DRC

Status: Exempt/Full Time (45+ hours)

Salary Range: \$38,000-42,000 based on experience