
Archivist II

Status: Exempt/ Full time	Reports To: Principal Archivist / Dickinson Research Center Manager	Updated: 8.25.2023
Salary Range: \$42,000-46,000	Schedule: M- F 8am to 5pm with some evening and weekends based upon events	

POSITION SUMMARY:

The Donald C. & Elizabeth M. Dickinson Research Center (DRC) houses the Museum's archival collections and research library. The Archivist II will manage and provide access to the DRC's collections through appraisal; arrangement and description of legacy and incoming acquisitions; creation of finding aids; and implementation of collections management and preservation practices. The Archivist will also contribute towards archives-driven outreach such as public programming, social media content, and exhibitions.

How to Apply:

Send your resume and cover letter to HR@nationalcowboymuseum.org and write "Archivist II" and your name in the subject line.

ESSENTIAL FUNCTIONS:

- Inventories, assesses, arranges, and describes archival collections to current national best practices.
- Enters accession and resource record information into ArchivesSpace for legacy and newly processed collections following DACS guidelines.
- Assesses potential collection additions; makes recommendations for acquisition of new collections and de-accessioning of existing collections; interacts with donors.
- Participates in the development and implementation of complex digitization projects for large photographic and archival collections.
- Engages with Museum staff to stimulate and encourage the use of Dickenson Research Center resources; create and participate in internal outreach initiatives.
- Assists with onsite events and gives tours of the Dickenson Research Center.
- Creates and updates records relating to collections, including accession records, processing plans, inventories, and usage statistics.
- Manages volunteers and interns.
- Writes and contributes to department grant proposals including the annual funding grant.
- Maintains the security of the collections and department.
- Trains and demonstrates the ability to perform reparative descriptions.
- Prioritizes daily tasks and projects to maximize efficiency.
- Self-motivated and works with minimal supervision.
- Excellent written and verbal communication skills including public speaking.
- Uses critical thinking and problem-solving skills.
- Works well with others and maintains professional manner using tact, initiative, good judgment, and confidentiality.

MINIMUM QUALIFICATIONS:

- Master of Library and Information Science with an emphasis in archives or records management from an ALA accredited university with 3+ years of work experience in archives or special collections.
- Experience preserving, arranging, and describing archival collections.
- Ability to apply the standards outlined in Describing Archives: A Content Standard (DACS) as well as experience applying other descriptive and metadata standards (Encoded Archival Description (EAD), MODS, etc.)
- Experience with content management systems
- Training and demonstrated ability to perform reparative description and other archives-related diversity initiatives.
- Must have a valid Oklahoma Driver's License.
- Ability to lift 40lbs boxes, bend, squat, climb ladders, and kneel.
- Ability to see color and have visual acuity.
- Knowledge of Adobe Suite products.

PREFERRED QUALIFICATIONS:

- Familiarity and experience with digitization and scanning of archival materials.
- Knowledge of the art, history, and culture of the American West.