

Archivist I or II

Status: Exempt/ Full time	Reports To: Principal Archivist / Dickinson Research Center Manager	Updated: 6.28.2024
Salary Range: \$40,000-55,000 based upon experience	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 National Cowboy & Western Heritage Museum's (Museum) archival collections and research library. The Archivist 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.

ESSENTIAL FUNCTIONS:

Collections:

- Inventory, assess, arrange, and describe archival collections to current national best practices.
- Enter accession and resource record information into ArchivesSpace for legacy and newly processed collections following DACS guidelines.
- Assess potential collection additions; makes recommendations for acquisition of new collections and de-accessioning of existing collections.

Educational & Outreach Initiatives:

- Promote the DRC as a resource to stimulate creative teaching and learning through the use of collection materials in exhibitions, publications, conference presentations, and the Museum's website.
- Engage with Museum staff to stimulate and encourage the use of Dickinson Research Center resources; create and participate in internal outreach initiatives.
- Assist with onsite events and give tours of the Dickinson Research Center.

Planning and Administrative

- Create and update records related to collections, including accession records, processing plans, inventories, and usage statistics.
- Manage volunteers and interns.
- Write and contribute to department grant proposals.
- Maintain 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 2 years experience for level I and 3+ years of demonstrated experience for level II 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
- 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.
- Knowledge of Adobe Suite products.
- Active in professional organizations.

PREFERRED QUALIFICATIONS:

- Training and demonstrated ability to perform reparative description and other archives-related diversity initiatives.
- Familiarity and experience with digitization and scanning of archival materials.
- Knowledge of the art, history, and culture of the American West.

Email your resume and cover letter to HR@nationalcowboymuseum.org.

Employee Signature

Date

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.