



HERITAGE *and* RESEARCH CENTER

Archivist

The ideal candidate will have a fully developed professional skill set and extensive professional experience across diverse archives operations activities. The archivist will be responsible for organizing and stewarding the 10 previously separate congregational collections into a cohesive archives' collaborative.

Major Job Responsibilities

- Using ArchivesSpace, ingest newly received materials from the congregations, assess and appraise, edit finding aids, and create metadata as needed
- Refine a processing plan for the project in consultation with the Executive Director and other staff archivists
- Organize, process, describe and preserve analog and digital records according to archival standards and practices
- Arrange, process and re-house collections as needed according to archival best practices
- Explore, understand and arrange existing finding aids
- Compile and create finding aids and reference guides according to current archival standards (EAD, DACS, etc.)
- For collections lacking finding aids, create DACS-compliant finding aids and bibliographic records based on current standards, best practices, research and analysis
- Ensure the creation of appropriate metadata across the collections
- Identify conservation concerns through regular risk assessments and perform basic preservation practices
- Quarantine and monitor newly received collections using professional tools and approaches such as Integrated Pest Management strategies and training
- Facilitate digitization for select collection materials in response to reference requests and larger, ongoing projects
- Manage reference workflow by documenting and responding to incoming requests
- Assist researchers in person at HARC, including providing assistance to researchers onsite, as well as by email or postal mail, and over the phone
- Collaborate with partner institutions in developing research projects
- In collaboration with the Executive Director, develop yearly goals and budgets
- Manage archives supplies
- Other responsibilities as needed to support the HARC archives collections
- May research, write, present and publish about collections and work activities
- May contribute to outreach activities



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Professional Development

- Maintain currency with library functions, resources, practices and procedures in the areas of archival processing and physical and digital preservation and access
- Contribute to the profession through active participation in archives and religious archives conferences, associations, research, writing, etc.
- Maintain professional collaborations with campus constituencies
- May oversee volunteers and interns

Qualifications

- ALA accredited MLS/MLIS degree or advanced degree in a related field
- Minimum three years in archival accessioning, processing and description of archives and manuscripts
- Demonstrated experience writing and encoding DACS- or EAD-compliant finding aids in ArchivesSpace
- Experience using Omeka
- Experience digitizing materials and creating metadata
- Familiarity with Adobe tools and Microsoft software
- Knowledge of women religious history and cultures
- Demonstrated commitment to continued professional growth and development
- Graduate degree in appropriate discipline
- Three years related professional experience, with strong project management experience preferred

Knowledge, Skills and Abilities

- Strong writing skills, interpersonal skills, and communication skills
- Strong problem solving and organizational skills
- Skill in prioritizing work assignments
- Ability to work in a team environment with people of diverse backgrounds
- Demonstrated subject knowledge in religious archives preferred
- Experience managing large processing projects
- Evidence of analytical, organizational, project management, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and in accordance with task/project parameters
- Ability to work independently, to meet deadlines, and manage multiple projects simultaneously



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- Familiarity with legal and ethical issues related to privacy and records restrictions
- Understanding archival standards, archival best practices and preservation best practices
- Understanding metadata standards such as DACS, EAD, etc.
- Experience with Archives Space or other collection management systems
- Knowledge of reference tools, the reference process, and the ability to oversee onsite researchers and answer requests for information from internal and external sources.
- Experience with digitization and knowledge of current trends and practices in digital management of collection materials
- Skill in using computers and related software, including Microsoft Office products
- Experience handling large format materials and/or artwork preferred
- Ability to lift and move 40 pounds
- Ability to climb ladders
- Travel to partner sites as needed

Position is full-time, exempt/salaried. Compensation depends on experience and ranges from \$60,000 to \$75,000 annually. Excellent benefits package including medical, dental and vision insurance, short-term and long-term disability insurance, group term life insurance and AD&D, paid vacation, sick time, personal days, and holidays, 403(b) retirement savings plan, and tuition assistance program.

To learn more about the Heritage and Research Center at Saint Mary's, please visit www.harcsm.org.

It is the policy of the Heritage and Research Center at Saint Mary's that, as required by law, equal employment opportunities be available to all employees and job applicants in hiring, promotion, discharge, compensation and other terms, conditions and privileges of employment, without regard to race, color, national origin, sex, age, religion, veteran status, citizen status, disability, sexual orientation or any other category protected by law.