

Rochester Museum & Science Center JOB DESCRIPTION

Job Title: Archivist/ Librarian

Department: Collections

Direct Supervisor/Manager's Title: Director of Collections

Grade:

FLSA Status: Non-Exempt

Full-time/Part-time: Full-Time (40 hours)

Date Prepared/Revised: 9 March 2018

I. JOB SUMMARY

The Archivist/Librarian collects, organizes, and maintains control over a wide range of primary sources in many formats, creates finding aids in compliance with professional standards, and digitizes and encodes primary sources and their metadata to make them available online to researchers and the general public. As part of the Collections Department team, the Archivist/Librarian evaluates potential acquisitions, provides research assistance in the use of archival materials, and helps develop policies and/or procedures to manage these collections. The Archivist/Librarian is responsible for the acquisition, disposition, organization, access to, and safekeeping of archival materials and also acts as the resource person for digitization, digital asset management, and copyright issues, and oversees the image permissions and reproduction program. The Archivist/Librarian must work well with others and demonstrate cross-cultural awareness with commitment to advancing diversity and inclusion opportunities. Additionally, the Archivist/Librarian must be capable of performing library tasks, including researching, writing and editing material for LibCat, fulfilling interlibrary loans through the Resource Sharing function of OCLC, serving as the primary contact with the Rochester Regional Library Council, and responding to reference requests from staff and the public as needed.

Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.

II. DUTIES (and percentage of time spent)

Describe duties, responsibilities, essential functions:	%
Organizing, shaping, and providing access to archival collections	50
Responsible for interlibrary loans, responding to reference requests from staff and public as needed, and other basic library functions	30
Furthering digital archives program: responding to image requests, digitizing source material, encoding metadata, and uploading digital assets to LibCat	15
<i>Other duties as assigned</i>	5

III. JOB DIMENSIONS

Position requires: a knowledge of archival concepts, methodology and techniques; ability to establish procedures for traditional and digital archival collections; ability to convert analog collections into digital formats and fluency in related metadata standards; performing research, identification and evaluation of potential archival collections; ability to prepare descriptions and finding aids; developing and implementing procedures for the acquisition, processing and preservation of archival materials; performing outreach in the acquisition, interpretation, and sharing of collections, being especially good at working with others in cross-cultural environments; and providing friendly, engaging and informative experiences for the visitor both in person and electronically through LibCat and OCLC resource sharing.

IV. SUPERVISORY RESPONSIBILITIES: Direct supervision of volunteers and interns on an as-needed basis.

V. FUNCTIONAL REQUIREMENTS

Technology, Equipment, Tools:

Ability to utilize Microsoft office products, company email, OCLC, Mimsy XG, and TLC/Aquabrowser software.

Ability to use business machines such as personal computer, printer, scanner, calculator, copy machine, facsimile, and phone.

Mental Activity:

Language skills – Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.

Ability to write reports, business correspondence and procedure manuals.

Ability to effectively present information and respond to questions from groups of employees, managers, vendors and customers.

Mathematical skills – Ability to count, add, subtract and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as proportions.

Reasoning ability- Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or written form and deal with several abstract and concrete variables.

Ability to exercise significant judgment and make decisions based on conclusions for which there is little precedent. (Cannot necessarily change policies, yet has latitude to make decisions within broad, non-specific policies.)

Ability to apply principles of logic or scientific thinking to a wide range of intellectual and practical problems.

Ability to deal with a variety of abstract and concrete variables.

Physical Activity: While performing the duties of this job, the employee is regularly required to sit; walk; stand; bend; climb; to use hands to handle or feel objects, tools or controls; reach with hands and arms; stoop; kneel; and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

Work Environment: While performing the duties of this job, the noise level in the work environment is usually quiet. While performing the duties of this job, the employee occasionally works with mechanical parts/equipment.

VI. QUALIFICATIONS

Education/Experience Requirements: Bachelor's Degree and Masters degree in Library or Information Science and one year of related library, archives, or museum experience or an equivalent combination of education and experience processing archival collections, managing digital assets, and writing finding aids.

Skills/Competencies Requirements:
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- Knowledge of archival and preservation concepts, methodology, and techniques including archival collections management systems and databases with demonstrated experience of digital file formats and related preservation standards.
- Experience with automated storage and retrieval systems, electronic records, and electronic publications.
- Experience with converting analog materials to digital formats, including an understanding of metadata for digital objects.
- An understanding of copyright and rights management issues as well as a familiarity with archival ethics and laws relating to archival management.
- Experienced in creating and editing written materials.
- Skilled in Mac and Windows-based operating environments with an experience of working with digital asset management software systems such as Mimsy and LibCat.
- Ability to develop and maintain finding aids using contemporary tools in accordance with national standards
- Knowledge of best practices for the arrangement, description, and preservation of photographic collections.
- Excellent organizational skills including accuracy and attention to detail.
- Skilled in organizing resources and establishing priorities.
- An understanding of research methodology and skill in providing research assistance.
- Ability to assess objectives and operational requirements and to develop and implement suitable operational policies and/or procedures.
- Excellent interpersonal, oral and written communication skills with the ability to work either individually or in a team working with clients, museum staff, interns, and volunteers.
- Especially motivated, adaptable, and skilled in working with others in cross-cultural environments.
- Knowledge of customer service standards and procedures.
- Knowledge of library theory, concepts, methods, and techniques and basic library standards and procedures.
- Skill in searching and maintaining online and other electronic retrieval systems such as OCLC.
- Ability to help identify and secure alternative funding through grants and other revenue sources.

VII. APPROVALS

Department Manager/Director

Date: _____

Department Vice President

Date: _____

Human Resources

Date: _____

This job description reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.

Opportunity Description

The Rochester Museum & Science Center (RMSC) seeks a passionate, ambitious, and innovative individual to improve physical and intellectual access to archival and library collections. The Archivist/Librarian will play a pivotal role in powering up the collections data environment by exploring and implementing enhanced digital preservation and access to collections.

Organizational Profile

Mission:

The Rochester Museum & Science Center stimulates broad community interest and understanding of science and technology, and their impact—past, present, future—on our lives.

-Adopted by the Board of Trustees on May 21, 2008

Service Area and Audience:

RMSC is located in upstate New York in the City of Rochester (population 210,358) in the County of Monroe (population 749,606), and serves an 11-county area in the Finger Lakes region. Many of its nearly 375,000 annual visitors are from Monroe County, with a population reported in 2010 census as 80% white, 14% African American, and 5% Hispanic or Latino, and surrounding counties. Currently 60 full-time and 149 part-time professionals work at RMSC. The Board is comprised of 31 Trustees and 14 Honorary Trustees, and men and women are nearly equally represented. Approximately 560 volunteers donate 30,000+ hours to RMSC each year.

History:

When the Board of Trustees adopted the above mission statement in 2008, they affirmed a continuity of purpose evident from the institution's beginnings in 1912 as the City's municipal museum. Assuming the directorship in 1924, NY State Archaeologist Arthur Parker developed the museum's holdings and research in natural sciences and history of the region. Parker saw the museum as a laboratory and meeting place for researchers and study clubs, and referred to it as "the University of the Common Man." In 1945, W. Stephen Thomas, from the Academy of Natural Sciences in Philadelphia, succeeded Parker. Thomas believed the best way for museum visitors to learn was by the side of knowledgeable staff and volunteers. He oversaw the creation of state-of-the-art dioramas, continued collections growth, and created vital school services programs.

In 1968, the Strasenburgh Planetarium opened and the institution's name officially changed to the Rochester Museum & Science Center, to signify the growing importance of science to its mission. The Board assumed operation from the City and accepted the County's promise to fund operations. Thomas's successor, Richard C. Shultz, devoted his efforts from 1973-1996 to upgrade the physical plant with new exhibition and educational spaces as well as a conservation lab and collections storage vaults. Current President Kate Bennett (1996-present) brings a passion for informal education. She challenged staff and trustees to craft a new,

visitor-focused mission statement. Bennett led the staff to create visitor experiences that accommodate learning styles and communicate the excitement of experimentation and discovery. Building on solid lifelong learning programming including preschool and school services, partnerships were formed to bring a Challenger Center and a K-6 Expeditionary Learning Charter School, as well as increasing work with the Rochester Institute of Technology. Volunteer and Internship opportunities are significantly expanded, as well.

Current priorities include upgrading RMSC facilities to improve user-friendliness and sustainability; shaping and utilizing the collections while protecting their integrity; creating memorable visitor experiences through the synergy between collections-based and experience-based exhibits and programs; developing multidisciplinary entry points to science, technology, engineering, and math (STEM) education; and responding to and demonstrating influence in achieving shared community goals. Understanding the value of careful listening and collaboration, the RMSC will continue to grow and change in concert with the needs of the community it serves.

Collections Overview

Since 1912, RMSC has actively collected more than 1.2 million objects that uniquely document the Rochester region's cultural and natural history.

1. Regional History Collections: These include the seminal collections (estimated 164,000 objects) of historical objects representing everyday regional life from the earliest Euro-American contact and settlement to the present-day, diverse community. The Regional History Collections are unique in Rochester and surrounding area for their size and scope and complement those of smaller local history institutions that focus on a specific time period or subject. Utilitarian tools and equipment, scientific instruments, household furnishings, communication devices, recreational artifacts, and transportation artifacts chronicle the regional history of local industries, labor, immigration, social innovation, and technological development. These collections demonstrate social and industrial history through objects like the prototype reclining shampoo chair invented by business and social entrepreneur Martha Matilda Harper and the court model used in the patent battle between Henry Ford and Rochester inventor and attorney George Selden. They also represent the lives of people in our region—from the snakeskin suit worn by local character “Rattlesnake Pete” to the quilts made by internationally famous social reformer Susan B. Anthony.

The ***Clothing and Accessories*** Collection comprises the largest subset within this category (estimated 70,000 objects) and includes two exceptionally rare and well-preserved NY militia artillery uniforms from the region that may predate the War of 1812; the 1830s brown and black plaid silk taffeta Quaker wedding dress of Hannah Anthony Mosher (Susan B. Anthony's sister); and a 1780s embroidered silk waistcoat that belonged to Nathaniel Rochester (one of Rochester, NY's founders).

Important ***Individual Documents*** in the Regional History Collections include an original 1776 letter from George Washington to Timothy Edwards introducing two

Stockbridge Indians who carry the message that their people desire to “become part of the army of the United States”; an original 1820 letter from Nathaniel Rochester to Henry Clay describing the ruin that would result in the Genesee region if the bill to prohibit exportation of produce to British possessions on the American continent is passed; and the original telegram dated Feb. 20, 1895 from Lewis H. Douglass in Washington, DC, to Sarah Blackall in Rochester, NY, announcing that “Father [Frederick Douglass] dropped dead tonight.”

- 2. Anthropology Collections:** These collections (estimated 850,000 objects) include objects collected from both archaeological and ethnographic contexts by Lewis Henry Morgan, Arthur Parker, William Ritchie, and other notable New York State archaeologists and ethnologists. The collection reflects more than 11,000 years of human history in this region and documents the foundational New York State Native American site sequences and the story of contact between local Native people and Euro-Americans. Highlights include an antler comb from the Frontenac Island Site thought to be the oldest surviving example from Western New York State, a gorget that belonged to Mohawk military and political leader Joseph Brant (1743 – 1807), an original copy of the McMaster-Draper land lease of 1786 in the Oneida language (for the purchase of the Owego Half Township from the Oneida), and fragments from the “kilt” of the famous and controversial Seneca orator, Red Jacket. Many of these objects are unique to the RMSC collections.

Archaeology collections number around 830,000 objects. The *Iroquois Archaeology* collection (estimated 765,000 objects) is the largest subset of this collection, a national treasure and unparalleled research tool for understanding Seneca settlement patterns and their interactions with Euro-Americans c. 1550-1840.

Historic American Archaeology collections (estimated 65,000 objects) complement the Native American archaeology by illustrating Euro-American settlement in the area throughout the 19th century.

Ethnology collections (estimated 20,000 objects) include the most significant surviving collection of mid-19th century Native American material collected by “the Father of American Anthropology,” *Lewis Henry Morgan*. The collections also boast more than 5,000 decorative and utilitarian objects created through the *WPA/Indian Arts Project* (IAP) initiated by visionary museum director Arthur C. Parker. This collection includes the work of well-known Seneca artists from western New York Indian reservations. Other rare ethnographic objects, such as a 19th c. Hawaiian feather cape, provide comparative examples from non-local Native American groups and other world cultures.

- 3. Paper Ephemera Collections:** These collections (estimated 60,000 objects) include advertisements, albums, announcements, architectural renderings and drawings, broadsides, catalogs, certificates, display cards, handbills, invitations, invoices, maps, posters, programs, scrapbooks, and other paper objects that document mainstream culture in Western New York. They highlight the industry of the region and feature the superior lithographic/color separation techniques developed in this area in the 19th century.

4. **Photograph Collections:** These collections (estimated 100,000 objects) showcase a wide variety of photographic processes and media, including an array of photographic print types (albumen, carbon, salted paper, collodion, etc.), cased photographs (daguerreotypes, ambrotypes, tintypes), card photographs, and negatives (glass plate and acetate). They also contain rare examples of early photographic processes such as autochromes, megalithoscopes, and chromotypes. Featured subjects are Rochester history in the early 20th century and Iroquois studies, including early daguerreotypes depicting Native Americans on local reservations. The most frequently used collection in the museum is the outstanding collection of newspaper photographer Albert R. Stone (13,500 negatives) documenting local responses to events and issues from 1903-1936 including World War I, the influenza epidemic, and women's suffrage.
5. **Art Collections:** These collections (2,150 objects) consist of paintings, works on paper, and sculpture, which document regional Native and Euro-American history and evidence the larger worldview of the region's residents. **Paintings Collections** (500 objects) include the works of renowned Seneca artist Ernest Smith as well as decorated Civil War veteran Colonel Arthur T. Lee, among a host of lesser-known local artists. **Works on Paper Collections** (1450 objects) include prints, drawings, and related material. Highlights include a rare print of "Union Prisoners at Salisbury, North Carolina, Playing Baseball," from 1863. **Sculpture Collections** include around 50 items.
6. **Archives Collections:** The archives consist of 4000 linear feet of paper materials and other media associated with significant Rochester companies, social and hobbyist clubs, and social innovators. Significant examples include the broadcast tapes and personal papers of African American activist Howard Wilson Coles (1903-1996); the Danforth-Huntington Diaries (1860-1917) that document the inner life of three generations of Rochester women; the papers of semi-literate migrant worker Alice Mathis (1930-1989); the drawings of Rochester's first African American architect, Thomas Boyde, Jr. (1940-1978); research records on Martha Matilda Harper and the Harper Method; and the company archives of early millers Moseley and Motley, the Rochester Button Company, "Father of Fish Culture" Seth Green, and the Taylor Instrument Company.
7. **Evolutionary and Environmental Sciences Collections:** These collections (estimated 26,000 specimens) represent a comprehensive record of west-central New York's natural history and connect to humanities themes by documenting the interaction between humans and the natural environment. They include geological and paleontological, mineralogical, freshwater and marine shell, mammal, bird, and botanical specimens. Two exceptionally complete and well-preserved mastodon skeletons from the region feature butcher marks that record the earliest evidence of humans in this area over 11,600 years ago. The comparative skeletal collections have been used to identify fish, bird, and mammal remains at a wide variety of archaeological sites. With over a dozen specimens, the RMSC also has one of the largest and earliest passenger pigeon collections in the country. The Natural Science

Collection is the only representative collection of Western New York natural history in the Rochester area and provides a window into species interdependence and foodways that relate the environment to human diet and other socio-cultural practices.

- 8. Library Holdings:** (more than 20,000 titles) This combination of accessioned and non-accessioned material include books, serials, and media that cover a wide range of topics with specialization in fields mirroring the museum's collections: Haudenosaunee studies, early Euro-American technology, Rochester businesses, fashion and costume, outer space, museology, and collections care. The Special Collections include rare 19th century texts on science, cooking, manners and deportment, local history, and African American history, including an autographed copy of Frederick Douglass' Oration Delivered in Corinthian Hall, July 5, 1852 (Rochester, 1852). All of the volumes in the Library are now searchable in LibCat, RMSC's online library and collections catalogue: collections.rmsc.org