



## JOB POSTING

<b>Job Title:</b>	Archivist
<b>Department:</b>	Collections
<b>Direct Supervisor's Title:</b>	Assistant Director of Collections and Registrar
<b>FLSA Status:</b>	Non-Exempt
<b>Full-time/Part-time:</b>	Full-Time, 35 hours per week
<b>Salary:</b>	\$21.00 per hour

### JOB SUMMARY

The Archivist collects, organizes, manages, cares for, and interprets a wide range of primary sources that make up the archive, library, and institutional records at the RMSC. This individual is responsible for creating finding aids using current professional standards, and digitizing and encoding primary sources and their metadata to make them available online. As part of the Collections Department team, the Archivist reviews and considers potential acquisitions to the RMSC Archive and Library, responds to reference requests, assists researchers and the public in the use of archival materials including image permissions, and develops policies and procedures for the management of these collections. The Archivist is an authority for digitization standards, digital asset management, copyright issues, and the records retention schedule as it pertains to institutional records. This individual is also responsible for performing library-centered tasks including updating and adding material to LibCat (RMSC's online library and collections catalogue), fulfilling interlibrary loans, and serving as the primary contact with the Rochester Regional Library Council (RRLC). As a key point person for collections-related community engagement, the Archivist must work well with others and demonstrate cross-cultural awareness with a commitment to advancing diversity and inclusion opportunities.

### DUTIES

- Organizing, shaping, and providing access to archival collections.
- Providing for the physical care of archival collections including environmental control, proper housing, and tracking.
- Responding to image requests, digitizing source material, encoding metadata, and uploading digital assets to LibCat.
- Creating and maintaining a positive and mutually beneficial working relationship with the regional community in the acquisition, interpretation, and sharing of collections.
- Developing and maintaining policies and procedures for the archival collections and library based on current standards.
- Supporting the exhibits and programs of the RMSC by providing technical and interpretive assistance including research, curation, and access to the archive and library.
- Managing the institutional records retention schedule and working with staff to provide expertise and ongoing professional education about the transfer and proper disposition of permanent retention records.
- Fulfilling interlibrary loans, responding to reference requests from staff and public as needed, and other basic library functions.

**SUPERVISORY RESPONSIBILITIES:** Direct supervision of volunteers and interns as needed.

### FUNCTIONAL REQUIREMENTS

#### Technology, Equipment, Tools:

- Microsoft Office Products
- Google Suite
- OCLC

**Skills:**

- Excellent organizational and research skills including accuracy and attention to detail.
- Ability to effectively present information and respond to questions in a professional setting.
- Ability to define problems, collect data, establish facts, and draw constructive conclusions.
- Excellent interpersonal, oral, and written communication skills with the ability to work either individually or in a team working with community members, museum staff, interns, and volunteers.
- Skilled in organizing resources and establishing priorities.
- Comfortable with decision-making in ambiguous situations.
- Especially motivated, adaptable, and skilled in working with others in cross-cultural environments.
- Ability to move throughout the building to access collections and transport them to a working area.
- Ability to work with mechanical and digital equipment and move equipment weighing up to 25 pounds.

**QUALIFICATIONS**

**Education/Experience Requirements:** Masters Degree in Library and Information Science or an equivalent combination of education and experience managing and processing archival collections.

**Skills/Competency Requirements:**

The Archivist has the skills **or** demonstrates a willingness and desire to learn the skills listed below:

- An understanding of archival and preservation concepts, methods, and techniques including archival collections management systems and databases.
- An understanding of library theory, concepts, methods, and techniques and basic library standards and procedures.
- An understanding of best practices for the arrangement, description, and preservation of archival collections.
- Experience with digitization methods, including an understanding of metadata for digital objects, digital file formats, and related preservation standards.
- An understanding of copyright and rights management issues as well as a familiarity with archival ethics and laws relating to archival management.
- Ability to develop and maintain finding aids using contemporary tools in accordance with professional standards.
- An understanding of research methods and skill in providing research assistance, including an ability to research records, provenience, and scientific and cultural topics.
- Skill in searching and maintaining online and other electronic retrieval systems such as OCLC.
- A familiarity with records management pertaining to institutional records retention for museums.

**Please submit your resume & cover letter to: Sue MacDonald, Senior Director of Human Resources at [smacdonald@rmsc.org](mailto:smacdonald@rmsc.org).**

**Deadline to apply: 12/05/2022**

This job posting 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. RMSC is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.