

ARCHIVIST JOB & INTERNSHIP DESCRIPTIONS

Full-Time Archivist- Non Profit

The Archivist will enable the Special Collections department to inventory the library's holdings of audio-visual materials and provide the needed data to rehouse, digitally preserve, and provide immediate data for the curators, processing staff and preservation in order to make important decisions regarding prioritization.

Responsibilities:

Works with curatorial units to survey backlog of uncontrolled audio and moving image materials

Stages media for shipment from curatorial units to Library Services Center

Accessions AMI material to prepare materials for digitization and additional description:

Creates inventories of AMI items

Performs rehousing and other basic preservation measures

Creates collection level descriptions of AMI collections

Makes appraisal and preservation recommendations

Prepares finding aids for archival collections in accordance with local and national standards.

Performs related duties as required.

Qualifications:

ALA-accredited Master's degree in library, archival or information studies or Master's degree in liberal arts or humanities and successful completion of archival training.

At least one year experience in an archives or manuscripts repository arranging and describing collections of personal papers and organizational records, particularly those with a significant audio and moving image component.

Demonstrated experience handling original audio and moving image media in a variety of formats

Demonstrated knowledge of and experience applying DACS.

Familiarity with the application of MPLP processing techniques.

Excellent interpersonal, oral, and written communication skills.

Successfully demonstrated initiative, accuracy, attention to detail, judgment, and ability to work independently and collaboratively in a team environment.

Internship - Archivist – Higher Education

Work schedule: Interns typically start work soon after Memorial Day and can work through Labor Day, however start and end dates are flexible. Office hours are typically Monday through Friday between 9am-5pm.

Position summary: The intern will work to acquire, integrate and process papers related to accreditation, leading to the creation and posting of two finding aids. Additionally, if time

allows, the intern will acquire, integrate, process and produce finding aids for the Group on Faculty Practice (GFP) and for the Group on Research Advancement and Development (GRAND).

Our Archives collection ensures adequate and complete documentation of the Association: its origin, development, policies, and activities.

Attention to detail and good verbal and written skills are required. We are seeking a student enrolled in a library science/archives or history graduate program. This 35hour/week internship pays \$15.00 per hour, and the start and finish dates are flexible (preferably May – August).

Through its many programs and services, our collections strengthens the world's most advanced medical care by supporting the entire spectrum of education, research, and patient care activities conducted by our member institutions.