



**Title:** Archives Assistant

**Department:** Collections

**Status:** Temporary, Non-Exempt, Not Benefits Eligible

**Supervisor:** Archivist

**Position Description:**

Under the direction of the Archivist, the Archives Assistant will be responsible for assessing collection conditions, processing collections, and rehousing archives and photographic materials using appropriate archival practices and supplies. The Assistant will work with volunteers to complete all tasks associated with assigned projects.

**Major Tasks:**

- Assist with processing archival collections.
- Remove slides and/photographic material from current non-archival housing.
- Rehouse slides and/photographic material in polypropylene sleeves.
- Document information from slides onto slide labels.
- Place slide holders in appropriately labeled archival albums.
- Return slides to archive storage and update locations.
- Update metadata utilizing Excel spreadsheets.
- Conduct initial inventories of collections.
- Create and/or update descriptive finding-aids.
- Assist with appraisal of archival collections.
- Assist with selecting books and journals for retention in the library using Collection Policy.
- Update information in ILS.

**Education and Experience Requirements:**

B.A or M.A. in Archives, Museum Studies, History or related field with one year of experience preferred. Must be familiar with library and archive holdings.

**Abilities, Skills, and Knowledge:**

Ideal candidate possesses archival experience in a museum setting, is familiar with records produced by natural science, cultural and fine arts sources. Good organizational skills and attention to detail essential. Awareness of cultural sensitivity issues helpful. Demonstrated ability to communicate, orally and in writing. Knowledge of Word, Excel, DACS, EAD, XML, and ResourceMate beneficial. Must be able to lift heavy containers (50lbs) and handle fragile items.

**Working Conditions:**

Generally work indoors, usually between 9am and 5pm daily, Monday through Friday.



**Position contingent upon passing a satisfactory background check.**