

Title: Archivist (Records Manager, Librarian)

Department: Collections

Status: Full Time, Exempt, Salary

Supervisor: Collections Director

Position Description:

The Museum of Northern Arizona is seeking a dynamic, forward thinking, user-centered Archivist to be responsible for implementing policies and procedures designed to provide access to, care for, organize, preserve, manage, and maintain the Museum's archives and library resources. Serving as the Archivist, plans, refines, implements, and upholds archival policies and procedures with regard to professional processing, documentation, and access to archival materials. Serving as the Institutional Records Manager, the Archivist oversees the implementation of the Records Management Policy. Serving as the Librarian, aids library patrons, plans, refines and implements policies and procedures consistent with professional library standards. As part of the Collections team, supports Collections Departmental efforts.

Major Tasks:

- Advises the Department in the creation, development, and implementation of collections management policies; archives procedures; procedures manuals; drafting departmental goals and preservation planning.
- Hires, trains and supervises archives assistants, project assistants, interns, students and volunteers working in the Library & Archives.
- Responsible for identifying, seeking, and implementation of Library and Archives grant awards.
- Works with Collections Director in preparation of proposals, reports, and other associated documents.
- Works closely with the Registrar to enhance records management and create standards for the collections management software.
- Responsible for researching and responding to copyright and use permission requests.
- Oversees housekeeping, maintenance and IPM related activities, as pertains to the Library and Archives.
- Archives Management:
 - Coordinates, facilitates and tracks research inquiries and requests.
 - Evaluates and coordinates the re-housing and stabilization of archives.
 - Ensures current museum archives handling procedures are recorded and enforced.
 - Ensures accurate and up-to-date inventories and reconciliation of archives and records.
 - Responsible for the appraisal, arrangement, and description of archival collections according to recognized archives standards (DACS, EAD, Dublin Core).
 - Advises on the appropriate use of metadata standards (MODS, METS, RDA, etc.) for collections management system.
 - Purchases archival supplies.
- Institutional Records Management:
 - Implements and refines the museum's records retention program in order to maintain compliance with local, state and federal law.
 - Trains staff on records management life-cycle and the transfer records to the institutional archives.
 - Advises the organization on ways to improve records management practices.
- Library Management:
 - Coordinates, facilitates and tracks research inquiries and requests.
 - Develops, refines and implements a library collection management plan.
 - Develops, refines and implements professional library standards, policies and practices.
- Provides public archives tours and assists with museum programs.
- Coordinates and facilitates library and archives use in public programs.
- Assists with maintaining department's webpages, as well as verifying legal photo usage on website.



- Acts as an enthusiastic advocate and personal representative for the Museum in the community by promoting its resources, programs and services.
- Other duties as needed.

Education and Experience Requirements:

- M.A. or M.L.I.S. in Archives, Library Science, Museum Studies, or related field with formal training in archives management, records management, preservation or commensurate experience.
- Three years of library and/or archives experience required.
- Supervisory experience is highly desirable.
- Experience with records management, business archives, and museum archives are beneficial.
- Experience with collections management software (Argus or Argus.net), library management software (ResourceMate), SharePoint, or other content management system is highly desirable.
- Experience with digital assessment management is highly desirable.
- Experience with photo archives, digital image archives, and metadata is highly desirable.
- Experience writing policy and procedure manuals is highly desirable.
- Experience with collection appraisal and collections policy is highly desirable.
- Experience creating and implementing project plans is highly desirable.
- Experience with data migration and software conversions is highly desirable.
- Experience working between two facilities at the same time is highly desirable.
- Experience with customer service, reference assistance and user experience are highly desirable.

Abilities, Skills, and Knowledge:

- Knowledge of archives preservation requirements, storage needs, and registration procedures for archives.
- Up-to-date knowledge of professional standards and trends.
- Experience with business records and records management practices.
- Familiar with governmental regulations and records retention compliance.
- Experience with copyright, permissions, and contract negotiation.
- Familiarity with records produced by natural science, cultural and fine arts sources.
- Awareness of tribal cultural sensitivity issues.
- Ability to maintain confidentiality.
- Demonstrated ability to communicate, orally and in writing.
- Good organizational skills and attention to detail.
- Familiarity with Microsoft Office suite, Adobe suite and other similar products.
- Ability to work independently, as well as part of a team.
- Must be able to sit, stoop, stand for extended periods of time, lift heavy containers (50 lbs) and handle fragile items.
- Visual acuity and ability to work at computer for extended period of time.

Working Conditions: Generally works indoors. Occasional weekend and evening work.

Other Requirements

- Occasional travel.

How to apply:

- Email is the preferred method of application submission. Please submit a cover letter, resume, three professional references, and an application cover form to employment@musnaz.org. This position is open until filled but first review of applications will begin March 8, 2018. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission. Please contact Elaine Hughes with questions about the position.