



## MUSEUM of NORTHERN ARIZONA

**Title:** Archivist

**Department:** Collections

**Status:** Project Specific, Full Time w/benefits

**Co-supervisors:** MNA Anthropology Collections Manager and NPS Museum Curator

**A. Position Description:** National Park Service funded position. Archivist will create 508 compliant Sunset Crater Volcano (SUCR), Walnut Canyon (WACA), and Wupatki National Monument (WUPA) archives finding aids that the public can access for research purposes through the SUCR, WACA, and WUPA websites ([www.nps.gov/SUCR](http://www.nps.gov/SUCR), [www.nps.gov/WACA](http://www.nps.gov/WACA), and [www.nps.gov/WUPA](http://www.nps.gov/WUPA) respectively) and directions for how to access the archives. The 500,000+ archives will be input into the DOI-required Interior Collections Management System (ICMS) archives directories in a finding aid format. Potential duplicate archives and copyright issues on 1,000+ images will also be researched and resolved. Hard-copy and archival digital assets are included in the scope of the project. Minimal library cataloging in LIBRIS may be included. MNA student employees and interns will have the opportunity to work alongside the Archivist to aid in the project.

### **Major Tasks and Responsibilities:**

- Input archives data (over 500,000 items) into the ICMS archives directories.
- Create three separate finding aids, one each for SUCR, WACA, and WUPA.
- Research copyright on over 1,000 photographs.
- Cull duplicate archives.
- Become familiar with and recommend how to manage digital assets on the NPS Headquarters server for the Flagstaff Area National Monuments.
- Train MNA student employees and/or interns in archival arrangement methods, the use of ICMS, copyright research, assessment of archives for duplicate information, and digital asset management.
- Ensure that the final finding aids are in a 508 compliant format for the visually impaired.
- Assist with FLAG archives cataloging and research requests.
- Assist with public tours of the archives and/or social media requests for archival material.
- Assist with MNA archives research requests.

### **Education and Experience Requirements:**

MS degree in Information Management, History, Archival Science, or Library Science. At least six months experience as an Archivist. At least one year of Interior Collections

Management Software (ICMS) experience. Authorization to work on government computers preferred (pre-approved for PIV card).

**Abilities, Skills, and Knowledge:**

- Ability to communicate well orally
- Ability to write well
- Good organizational skills
- Excellent attention to detail
- Ability to correct complex data discrepancies
- Knowledge of the Interior Collections Management Software (ICMS)
- Ability to work independently as well as cooperatively with other Collections Associates, MNA maintenance staff, and supervisors

**Working Conditions:** Generally, work indoors for a minimum of 35 hours a week, usually between 8 am and 5 pm. Odd hours and long days may occasionally be required. Must be able to sit for long periods, stoop, bend, lift up to 50 lbs, and handle fragile items.

**Other Requirements:** Applicant must have good eyesight (with contacts or glasses is acceptable).

**Job contingent on satisfactory passing of background security check**

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**Salary:** \$23.50 per hour

**How To apply:**

Please submit a cover letter, resume, and list of three professional references to Jill Thomas at [jthomas@musnaz.org](mailto:jthomas@musnaz.org).

Email is the preferred method of application submission. 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.

**Deadline:**

The position begins the week of August 22, 2022.

The Museum of Northern Arizona is an EEO employer.